KIRKLANDMAPS
MAPS.KIRKLANDWA.GOV

CITY OF KIRKLAND, WASHINGTON

Kirkland Maps

TUTORIAL

City of Kirkland
123 5th Ave
Kirkland, WA 98033
August, 2015

Table of Contents

Table of Contents 1

Introduction 3

Useful Tips 3

Desktop and Tablet 4

Top Ten Features - Desktop and Tablet 4

Kirkland Maps User Interface 5

The Desktop Main Screen 5

The Tablet Main Screen 6

The Information Panel 7

The Toolbar / Tools Button 8

Map Window 20

Sample Mapping Exercises – Desktop and Tablet 23

Accessing Permit History and Details 23

Accessing Utility Information and As-Built Drawings 26

Accessing Survey Control Information 28

Accessing Metro Link Information 29

Creating a Parcel Report 30

Accessing the King County Assessor Website and Maps 31

Printing a Map – Desktop Only 32

Smartphone 34

Top Ten Features for the Smartphone 34

Kirkland Maps User Interface 35

Smartphone Home Screen 35

Layers / Results 36

Tools Button 37

Map Window 38

Sample Mapping Exercises – Smartphone 41

Accessing Permit History and Details 41
Creating a Parcel Report 44
Accessing the King County Assessor Website and Maps 45

Introduction

Kirkland Maps is a public mapping portal that allows the community to access, navigate to, and query selected data layers from the citywide GIS database and other sources. Using your computer or tablet, you can easily access information about property records, zoning and land use regulations, permitting activities, utility data, and environmentally sensitive areas. You can also create a property report, apply for permits, pay utility bills, and print out maps. With a smartphone, you will be able to access a simplified site with most of the information mentioned above. This tutorial will help provide users with the training needed to become familiar with the tools and layout of the mapping application for all devices.

Useful Tips

Desktop, Tablet, Smartphone:

How to access Kirkland Maps: http://maps.kirklandwa.gov/Html5Viewer_24/

The link will automatically detect your device and will either direct you to the desktop, tablet, or smartphone version of the site.

Desktop:

How to create a shortcut on your Desktop:

1. Open Kirkland Maps (maps.kirklandwa.gov)
2. On the taskbar with the URL, select the left corner icon and drag it to the desktop.
3. Right-click the icon to rename the shortcut "Kirkland Maps."

How to Maximize the Map Window:

1. To maximize the **Map Window –** Internet Explorer, toggle the **F11** key.

How to Navigate in the Map Window:

1. To **zoom in** or **zoom out** in the map– Internet Explorer, click the map and then scroll with the mouse cursor.
2. To **zoom in** without the cursor, press **Ctrl +**. To **zoom out** without the cursor, press **Ctrl -**.

How to Refresh the Map Window:

1. To refresh the map– Internet Explorer, press **F5** to restart Kirkland Maps.

How to Open Pop-ups in a New Internet Window:

1. To allow Open Pop-ups in a new window, go to Internet Options – **General** tab > **Tabs** section > click **Settings** > click **Always open pop-ups in a new window** > click **OK** (see Figure 1).

How to clear your cache on the Desktop – Internet Explorer:

1. Select Ctrl **+ Shift + Delete.** The **Delete Browsing History** window will appear. Uncheck **Preserve Favorite website data**, and select **Temporary Internet files, Cookies, and History.**
2. Then click **Delete** (see Figure 2).

Desktop and Tablet

Top Ten Features - Desktop and Tablet

 # 1 Access Citywide GIS Data Layers:

- Access to property, environmental, transportation, utility, permit, aerial, and event information.

 # 2 Create a Custom Property Report:

- Generate a custom property report using Kirkland GIS and King County Assessment information.

 # 3 Access Permit Information:

- Ability to view and access permit information in EnerGov and from MyBuildingPermits.com.

 # 4 View Utility Information and Record Drawings:

- Ability to access utility information and a link to As-Built drawings by selecting utility features.

 # 5 Access Zoning and Survey Information:

- Ability to access zoning code from parcels and view survey control information from monuments.

 # 6 King County Assessor Information:

- Quick access to the King County Assessor data and grid maps.

 # 7 Search Tools:

- Search for information by entering in a property identification number (PIN), an address, a park, a school, a common place, or an intersection.

 # 8 Links to Popular Sites:

- Ability to easily apply for a permit, pay utility bills, register for a class, view Public Works pre-approved plans, search for records, and locate Planning FAQs.

 # 9 Draw Graphics:

- Users can markup a map by adding text or drawing points, lines, or polygons.

 # 10 Measure Features:

- The distance or area of any feature can be measured using the measurement tools.

Table of Contents

Kirkland Maps User Interface

The Desktop Main Screen

When Kirkland Maps is first launched, the **Main Screen** window will appear. The Main Screen (desktop computer) will look similar to the image provided below (see Figure 1).

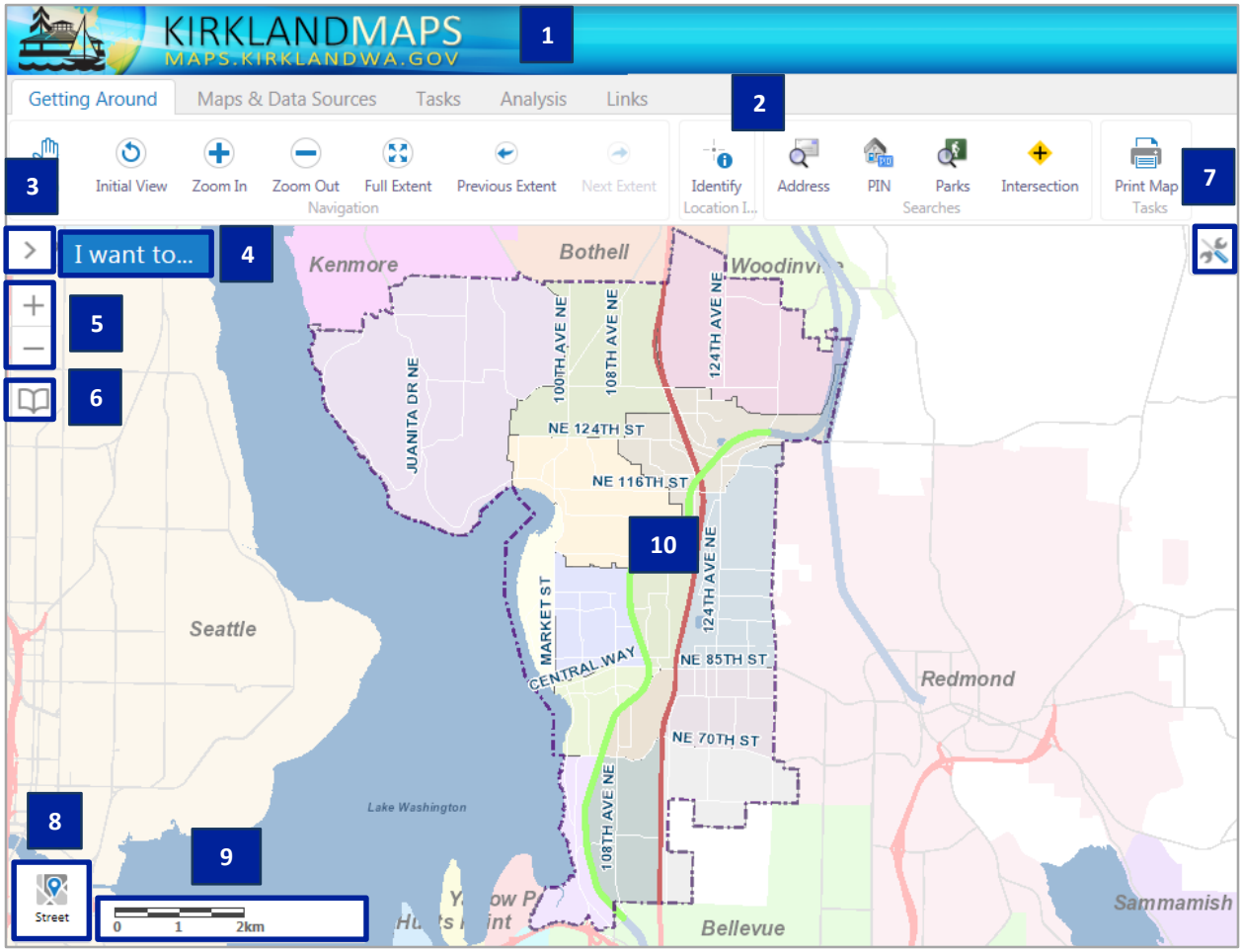


Figure 1. Desktop Main Screen

Number	Screen Element
1	**Viewer Title Bar:** Shows the title of the map application.
2	**Toolbar:** A collection of all of the tools grouped into tabs.
3	**Open and Close the Information Panel:** Used to provide information about the layers; also displays the results of identified or selected features.
4	**I Want To…:** A short list of the most frequently used tools and tasks.
5	**Zoom Slider:** Provides the ability to zoom in (+) or zoom out (-) of the map.
6	**Bookmarked Locations:** A predefined or saved map extent.
7	**Toolbar Icon:** Displays or hides the toolbar.
8	**Select a Basemap:** A shortcut to switch between the aerial image and the street map.
9	**Scale Bar:** Displays the present map scale.
10	**Map Window:** Displays the data layers that have been turned on.

The Tablet Main Screen

When Kirkland Maps is launched from a *Tablet*, the **Main Screen** window will appear. It should have a similar look and feel to the image provided below (see Figure 2).

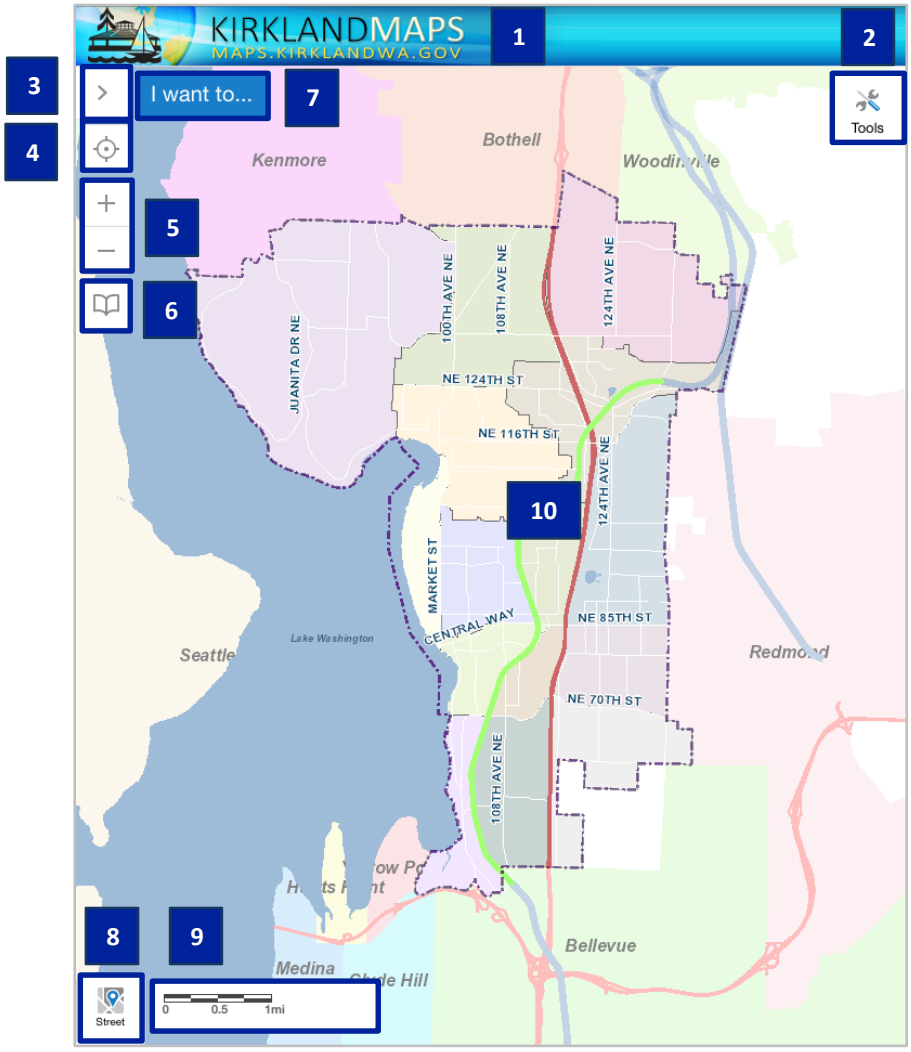


Figure 2. Tablet Main Screen

Number	Screen Element
1	**Viewer Title Bar:** Shows the title of the map application.
2	**Toolbar:** A collection of available tools.
3	**Open and Close the Information Panel:** Used to provide information about the layers; also displays the results of identified or selected features.
4	**Geolocation:** Tools used to find, track, or follow your location.
5	**Zoom Slider:** Provides the ability to zoom in (+) or zoom out (-) of the map.
6	**Bookmarked Locations:** A predefined or saved map extent.
7	**I Want To…:** A short list of the most frequently used tools and tasks.
8	**Select a Basemap:** A shortcut to switch between the aerial image and the street map.
9	**Scale Bar:** Displays the present map scale.
10	**Map Window:** Displays the data layers that have been turned on.

The Information Panel

The **Information Panel** is the source of several different types of data displays. It provides a list of layers that can be turned on or off in the Map Window. It also displays the results from using the Search or the Identify tools. The Information Panel can also display the map legend.

Layers / Results

The **Layers** list is comprised of different layers that can be displayed on the map (see Figure 3). The list is organized into layer groups that can be expanded, collapsed, turned on, or turned off. The list will show some layers greyed out meaning they are not visible at that scale. Some of the layers in the layer list have a transparency slider, which means the layer can be displayed with transparency. The layer's symbol will be displayed next to the layer name. If a layer has multiple symbols, there will be a dropdown legend icon next to the layer name.

The **Results** list provides information about the data from using the Search or the Identify tools. For Identified or Searched parcels, the Results list will provide links to other information and external sites (see Figure 4).

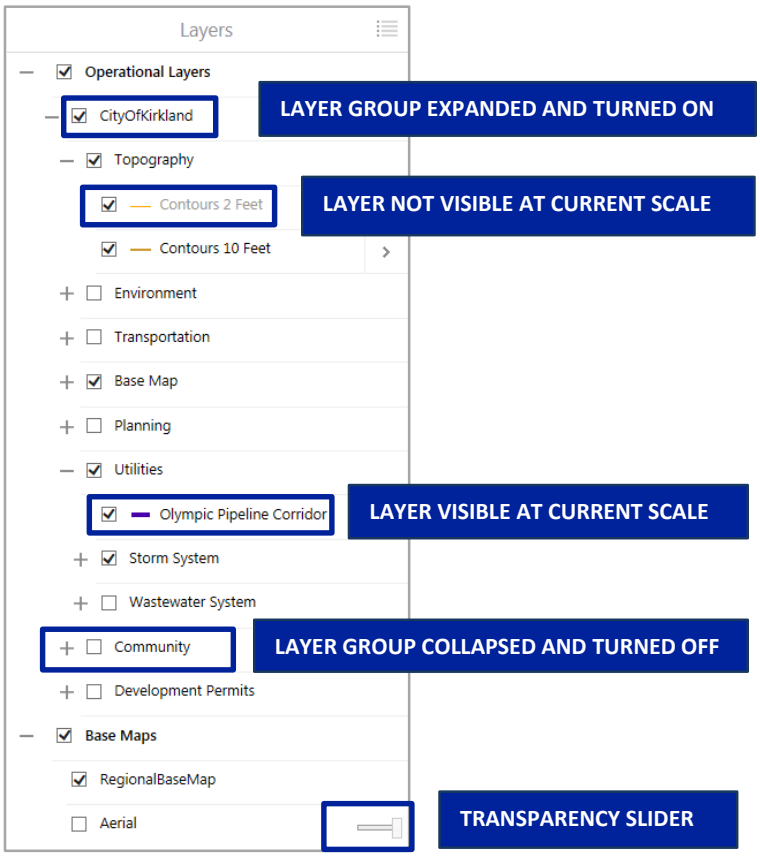


Figure 3. Layers List

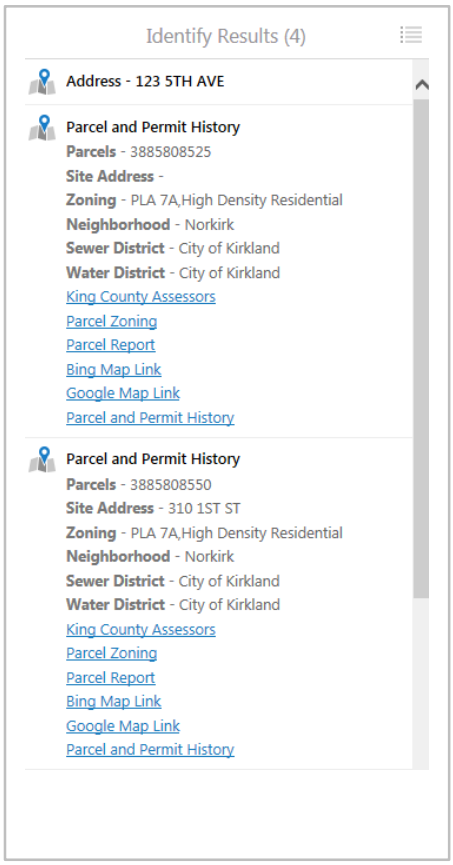


Figure 4. Results List

Show Legend - Desktop

In the **Layers** list, you can switch between the list of layers and the legend by clicking the list icon in the right-hand corner that says **Show Legend** or **Show Layer List** (see Figure 5 and Figure 6).

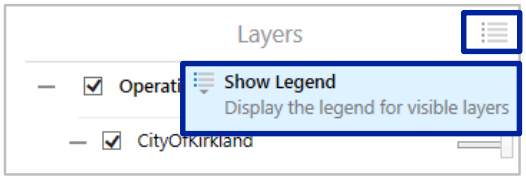


Figure 5. Show Legend

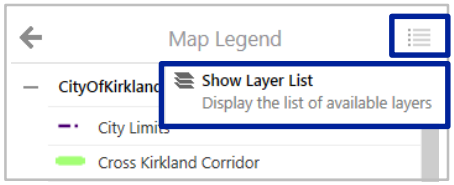


Figure 6. Show Layer List

The Toolbar / Tools Button

The *Desktop* version has a **Toolbar** located at the top of the Main Screen. The toolbar has a rich collection of tools that are grouped by tabs and sections. The *Tablet* version has a **Tools** button located in the upper right-hand corner of the Main Screen. The Tools button contains some of the most commonly used tools.

The Toolbar - Desktop

The **Toolbar** on the *Desktop* provides all of the essential tools for navigating, adding data, performing tasks, and conducting analyses in the map application (see Figure 7). The Toolbar consists of five tabs which are called **Getting Around**, **Maps & Data Sources**, **Tasks**, **Analysis,** and **Links** (see Figure 8). These five tabs contain tools that are grouped into different sections based on the type of functionality they provide.

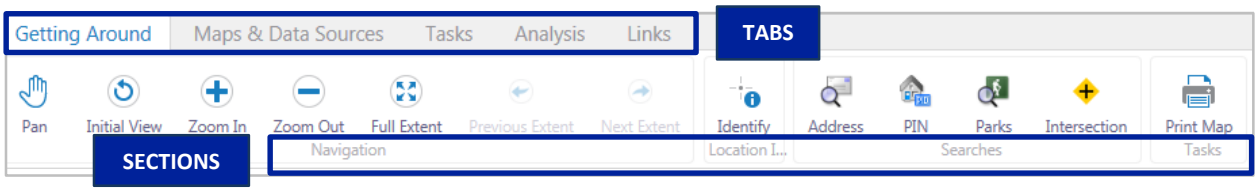
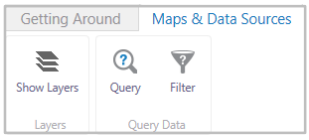


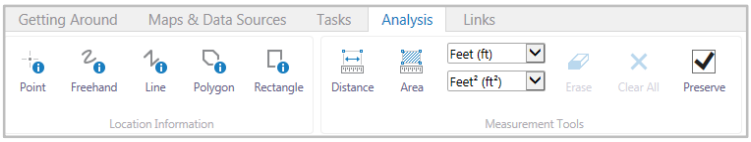
Figure 7. The Toolbar – Getting Around Tab

Active tools will be highlighted in blue. Any tool on the toolbar will become deactivated after use.

Activated

Deactivated





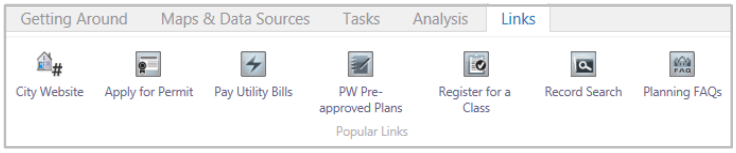


Figure 8. The Toolbar – Maps & Data Sources Tab, Analysis Tab, Tasks Tab, and Links Tab

Getting Around – Navigation, Identify, Search, and Print Tools

On the *Desktop*, the **Getting Around** tab provides all of the basic functionality and tools to navigate the Main Screen. The Getting Around tab is grouped into four sections called **Navigation**, **Location Info, Searches,** and **Tasks**.

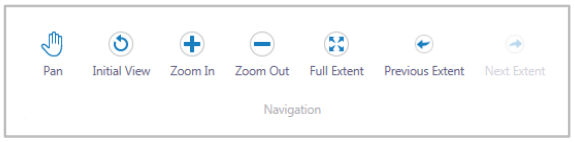


Figure 9. Navigation Tools

The Navigation section contains the **Pan**, **Initial View**, **Zoom In/Zoom Out**, **Full Extent**, **Previous Extent**, and **Next Extent** tools. These navigation tools are used to move around in the map and locate information (see Figure 9).

The **Location Info** section contains the **Identify** tool, which is used to identify information on the map with a point or a rectangle (see Figure 10). Click/tap on the map to learn what is at that location.

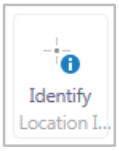


Figure 10. Identify Tools

The **Searches** section has the **Address**, **PIN**, **Intersection**, and **Parks** search tools. These search tools on the Getting Around tab are also located on the Tasks tab (see Figure 11). Click/tap on a search tool. Then a window will appear that will allow you to type/select your search.

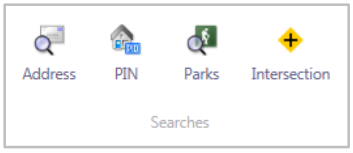


Figure 11. Search Tools

The **Tasks** section contains the **Print Map** tool (see Figure 12). The Print Map tool can also be found on the Tasks tab. The Print Map tool will allow you to select your layout, output format, resolution, and map scale. You will also have the option to add a title or any notes to the printed map (see Figure 13 and Figure 14).

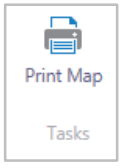


Figure 12. Print Map

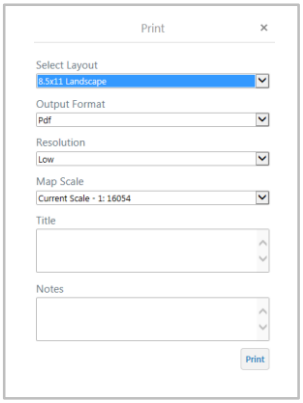


Figure 13. Print Map Options

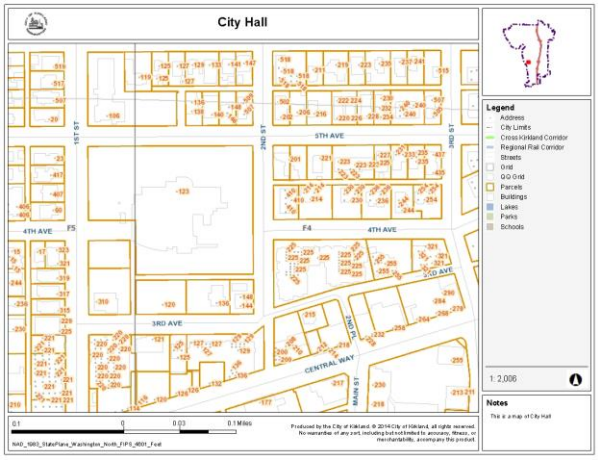


Figure 14. Printable Map

Maps & Data Sources – Show Layers and Query Data Tools

On the *Desktop*, the **Maps & Data Sources** tab offers different options for displaying or selecting data. The Maps & Data Sources tab is grouped into two sections which include **Layers** and **Query Data** (see Figure 15).

The **Layers** section contains the **Show Layers** tool, which is used to display the map layers in the Information Panel. The layers have been grouped based on theme and can be turned on ☑ or off ☐ by checking or unchecking the checkbox to the left (see Figure 16).

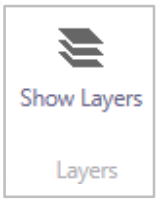


Figure 15. Show Layers Tool

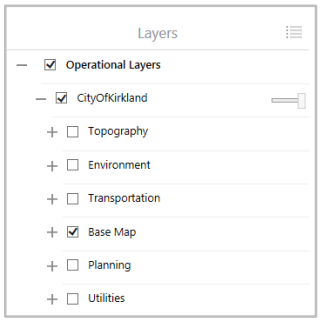


Figure 16. Layers List

The **Query Data** section is comprised of two types of query data tools (see Figure 17). The **Query** tool allows users to create complex queries without needing to know how to write SQL statements (see Figure 18).The **Filter** tool enables users to create queries and filter them out of the display (see Figure 19).

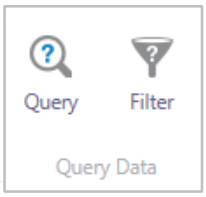


Figure 17. Query Data Tools

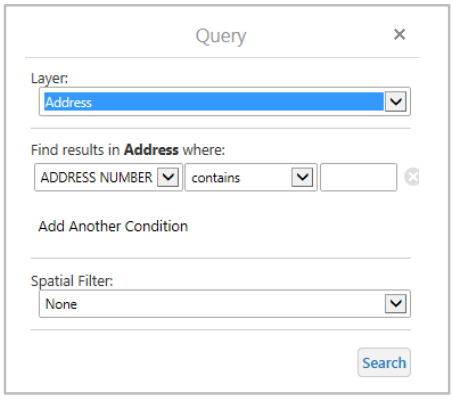


Figure 18. Query Builder Tool

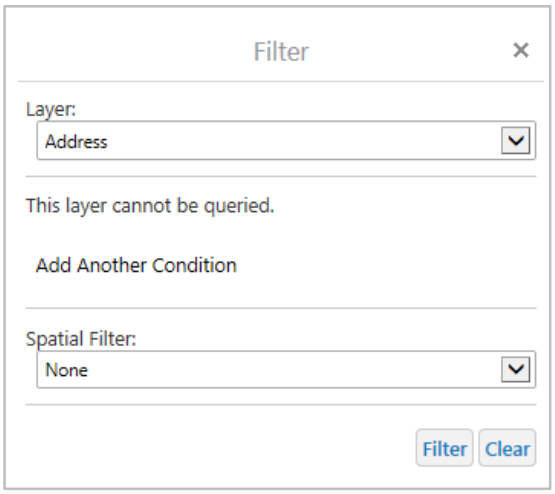


Figure 19. Filter Tool

Tasks – Search, Draw, and Print Tools

On the *Desktop*, the **Tasks** tab provides several tools for searching, drawing, and printing. The **Tasks** tab is assembled into three different sections called **Searches**, **Draw, and Print**.

The **Searches** section is comprised of tools to search by PIN, Address, Intersection, Parks, Schools, or Common Places. The **Search** tools are available on the **Getting Around** and the **Tasks** tab. The Tasks tab is comprised of tools to search by Address, PIN, Intersection, Parks, Schools, and Common Places (Figure 20).

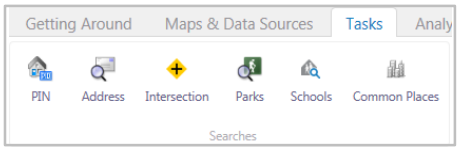


Figure 20. Desktop Search Tools

The search by **PIN** tool allows you to search for a parcel by entering a PIN number. In the **Find by PIN** window, enter a PIN in the search box and then select **Search.** The parcel with the associated PIN will appear (see Figure 21).

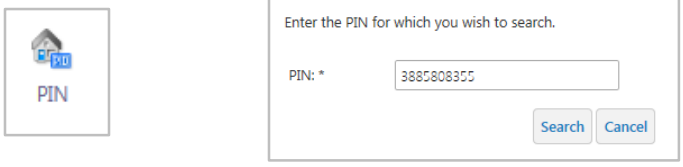


Figure 21. Find Parcel by PIN

The search by **Address** tool allows you to find a parcel by address. The **Find Parcel by Address** window will appear (see Figure 22).

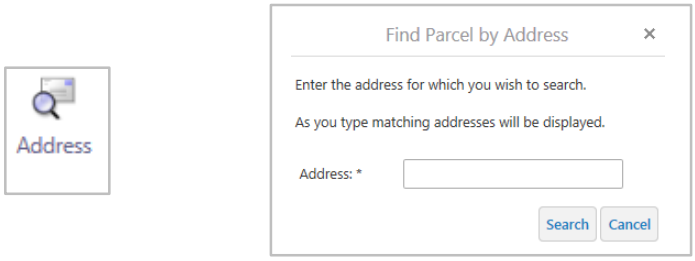


Figure 22. Search by Address

The search by **Parks** tool opens a **Search for a Park** window that allows you to search for a park from a list. The tool enables you to select and search for a desired park. The map will zoom to the extent of the park that you selected (see Figure 23).

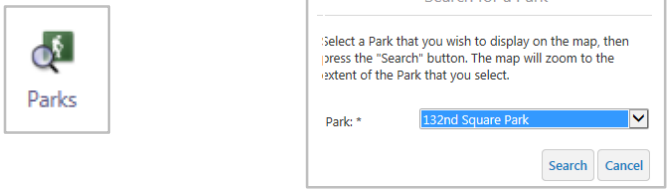


Figure 23. Search by Park

The search by **Intersection** tool launches the **Find street or intersection** window that allows you to enter and locate an entire or partial address or an intersection. Select an intersection/address from the list of results (see Figure 24).

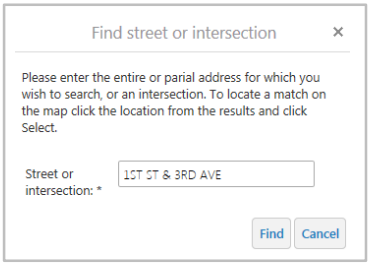
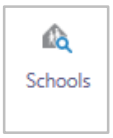


Figure 24. Search by Street or Intersection

The search by **Schools** tool launches a **Search for a School** window in the Information Panel, which lets you search for a school from a list of options. The tool allows you to select a school to navigate to on the map (see Figure 25).



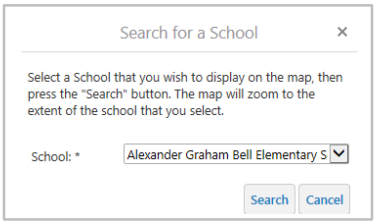


Figure 25. Search by School

The search by **Common Places** tool opens a **Search for a Common Place** window in the Information Panel that enables you to search for the type and the name of the common place. First select the type of place and then select the name of the place you would like to display (see Figure 26).

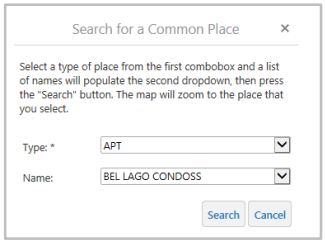


Figure 26. Search by Common Place

The **Draw** section consists of several tools that can be used to draw graphics or text on the map (see Figure 27). After a drawing tool is selected from the toolbar, the color and style of graphics can be changed as well as the font and style of text when the **Styles** button is selected (see Figure 27).

Figure 27. Desktop Drawing Tools

1. Select the **Drawing Tool** that you wish to use from the **Toolbar/Tools** button.

2. Determine the desired color and format when the **Styles** button is selected.

3. Draw the shapes, lines, or points on the map by clicking/tapping then dragging on the map (see Figure 28).

Figure 28. Drawings

4. To create text, select the **Text** button from the Drawing Tools section. A text box will appear on the map (see Figure 29).

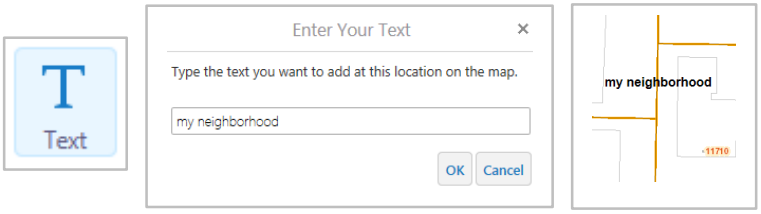


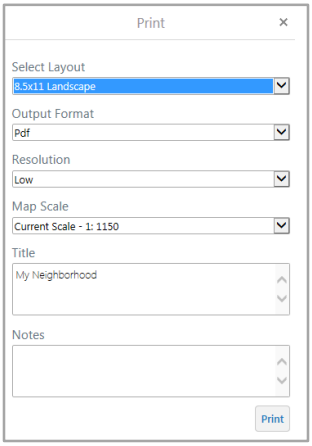
Figure 29. Text

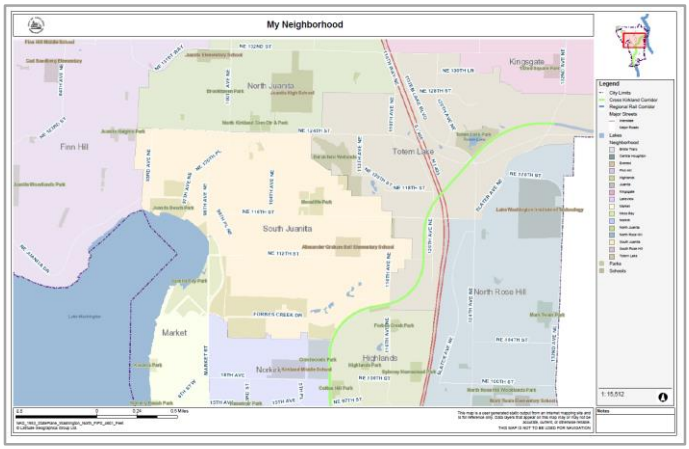
5. To edit a drawing or text, select the edit button. Then click or tap an existing drawing or text to begin editing it. Then click/tap/drag points along the shape to modify the drawing. The white boxes in the corner will allow you to resize the drawing without altering the shape (see Figure 30).

Figure 30. Editing

The **Printing** section opens a window where you can specify the Layout, Output Format, Resolution, Map Scale, Grid, Title, or any additional notes (see Figure 31).

Figure 31. Print Map Tool





Analysis – Identify and Measurement Tools

On the *Desktop*, the **Analysis** tab offers a variety of tools that will identify information and measure distance and area on the map. The Analysis tab is composed of two different sections which include **Location Information** and **Measurement Tools**.

The **Location Information** section on the *Desktop* provides several different tools to identify features on the map which include **Point**, **Freehand**, **Line**, **Polygon**, and **Rectangle** identify tools (see Figure 32).

Figure 32. Desktop Identify Tools

Point/Identify: Click/tap any point on the map.

Freehand: Click/tap and drag to draw any shape or line on the map.

Line: Drag a line in any direction on the map. Double-click/tap to finish.

Polygon: Draw any shape over an area on the map. Double-click/tap to finish.

Rectangle: Click/tap and then drag to draw a rectangle on top of an area on the map.

The **Measurement Tools** section on the *Desktop* has several tools for measuring the distance or area of a feature. The **Distance** and **Area** tools display the measurements along the drawn feature. The measured line or polygon created can be saved on the map as a drawing using the **Preserve** option. It can later be erased from the map using the **Erase or Clear All** tools (see Figure 33).

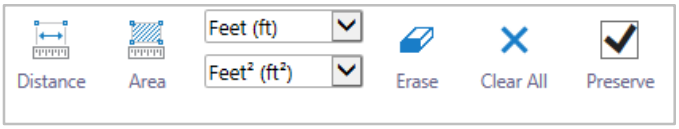


Figure 33. Desktop Measurement Tools

To measure **Distance**, click or tap to draw a measurement line. Double-click/tap to finish (see Figure 34).

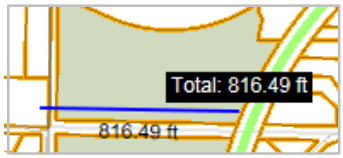


Figure 34. Measure Distance

To measure **Area**, click or tap to draw a shape. Double-click/tab to finish (see Figure 35).

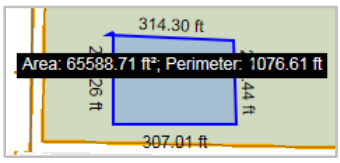


Figure 35. Measure Area

Links – Popular Links

The link tools are found on the Desktop and the Tablet. The link tools provide quick access to popular links. The link tools are called **City Website**, **Apply for Permit**, **Pay Utility Bills**, **PW Pre-Approved Plans**, **Register for a Class**, **Record Search**, and **Planning FAQs**.

On the *Desktop*, the **Links** tab in the **Popular Links** section offers a variety of **Popular Link** tools that will take you to commonly visited sites (see Figure 36).

The Link tools will provide a shortcut to the **City Website** as well as a shortcut to **Apply for a Permit**, **Pay Utility Bills**, and **Register for a Class** (see Figure 37). Through the Popular Links section you also have the ability to view **Public Works Pre-Approved Plans**, perform a **Record Search**, and locate **Planning FAQs** (see Figure 38).

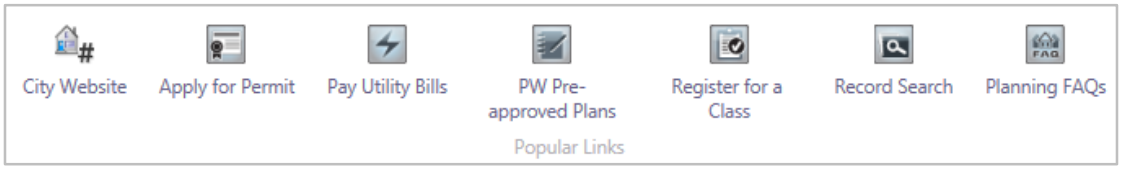
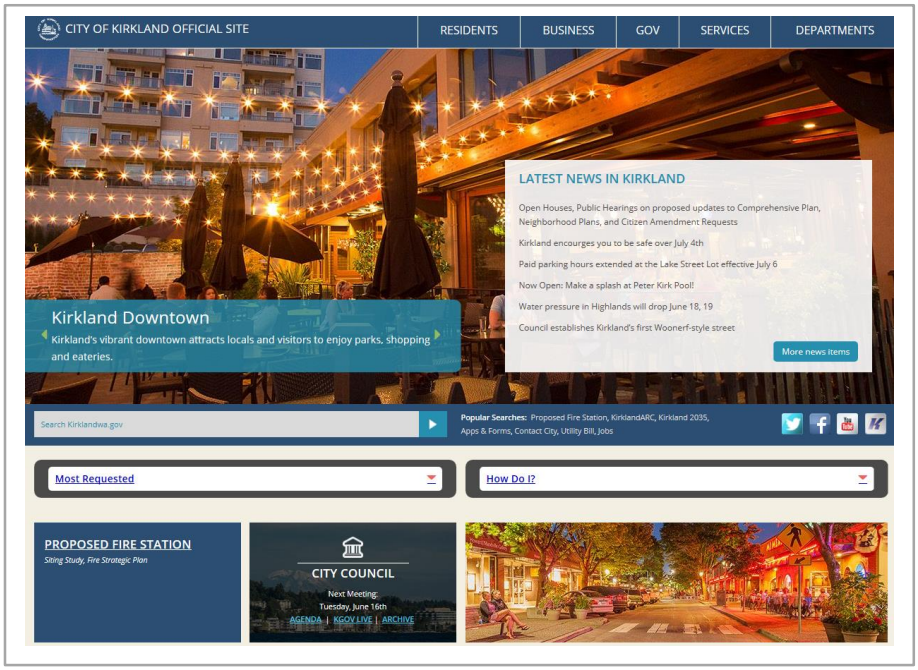
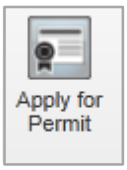


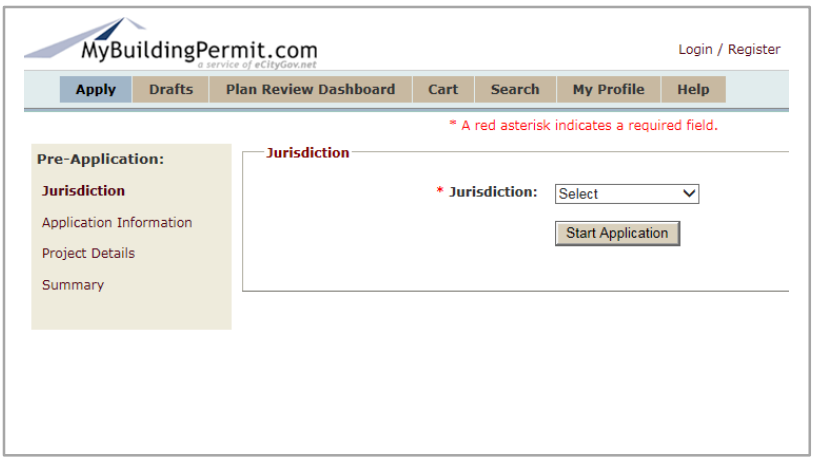
Figure 36. Link Tools - Desktop

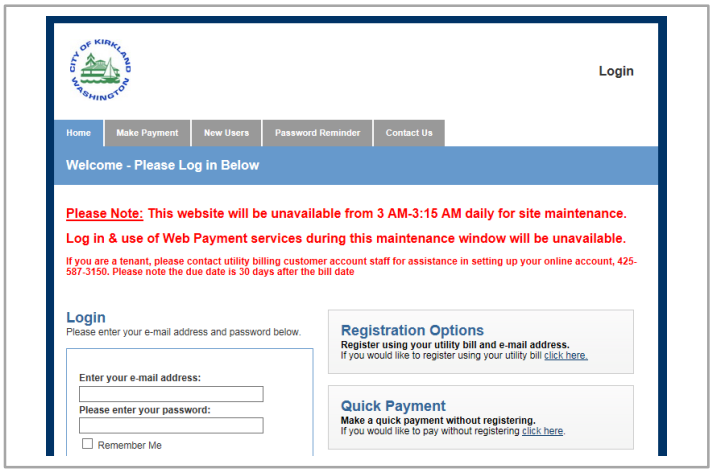


The **City Website** icon will take you to the **kirklandwa.gov** site.

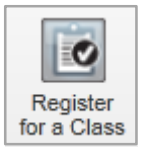


The **Apply for Permit** is a link to the **MyBuildingPermit.com** site.



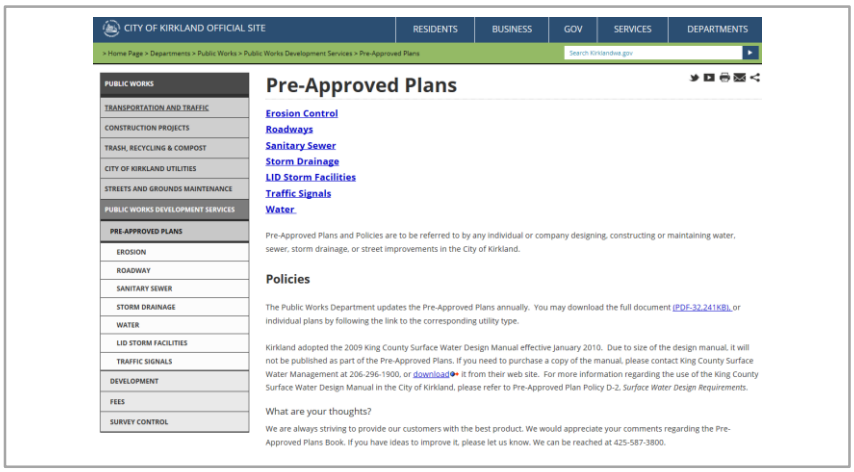


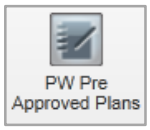
The **Pay Utility Bills** icon takes you to the link for online billing on **Kirkland.merchanttransact.com**



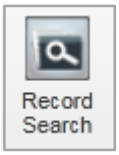
The **Register for a Class** link goes to the **Kirklandparks.net** webpage.

Figure 37. Links to the City Website, Apply for Permit, Pay Utility Bills, and Register for a Class

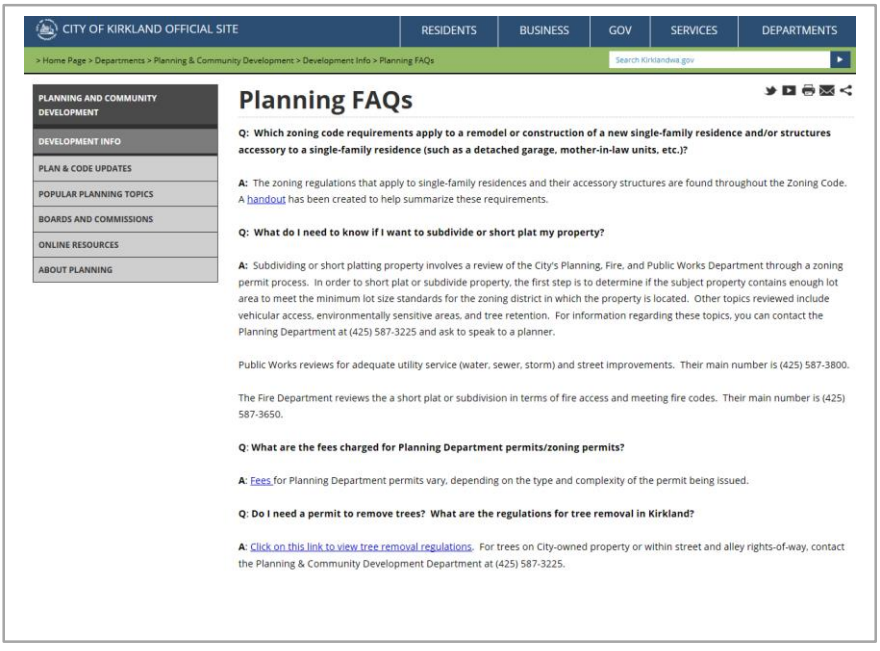




The **PW Pre-Approved Plans** button takes you to the Public Works Pre-Approved Plans page on the **www.kirklandwa.gov** site.



The **Record Search** link takes you to the King County Recorder's Office on the **www.kingcounty.gov** webpage.



The **Planning FAQs** icon takes you to the Planning FAQs page on the Planning & Community Development section of **www.kirklandwa.gov.**

Figure 38. Links for PW Pre-Approved Plans, Record Search, and Planning FAQs

Tools Button - Tablet

The **Tools** button to the *Tablet* provides tools that are used to view the full extent, measure features, identify information, draw graphics, search for data, and access popular links. The Toolbar consists of seven tools, which include **Full Extent, Measure, Identify, Rectangle**, **Draw**, **Searches,** and **Links** (see Figure 39).

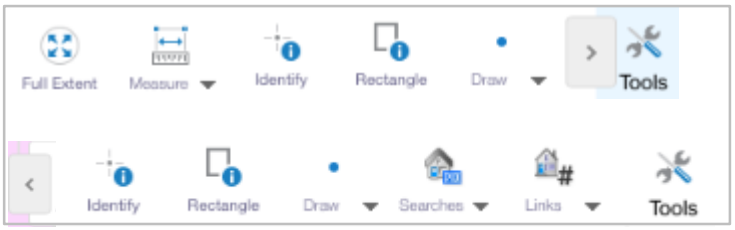


Figure 39. The Tablet Tools Button – Full Extent, Measure, Identify, Rectangle, Draw, Searches, Links.

The **Full Extent** tool will jump to and display the full City of Kirkland (see Figure 40).

Figure 40. Full Extent Tool

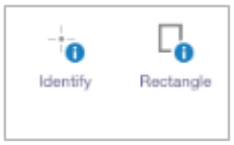
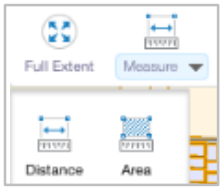


Figure 41. Identify Tools

The **Identify** and **Rectangle** tools will allow you identify information for a point or an area (see Figure 41). Tap/drag a rectangle on the map to identify information.



The **Measure** tool provides the option to measure by Distance or by Area when the drop-down arrow is selected (see Figure 42).

Figure 42. Measure Tools

Figure 43. Measure Tool Options

The **Distance** and **Area** tools display the measurements along the drawn feature (see Figure 43).

The measurements can be saved on the map as a drawing using the **Preserve** option. Saved measurements on the map can later be erased from the map using the **Erase** or **Clear All** options. For more information - Go to the Measure tools for the *Desktop* (see Figure 34 and Figure 35).

The **Draw** tools can be used to draw graphics or text on the map. The color and style of graphics can be changed as well as the font and style of text when the **Styles** option is selected (see Figure 44).

Drawings and text can be modified by selecting the **Edit** option. Drawings can later be erased or cleared by selecting the **Erase** or **Clear All** options (see Figure 44). For more information – Go to the Drawing tools section for the *Desktop* (see Figure 28, Figure 29, and Figure 30).

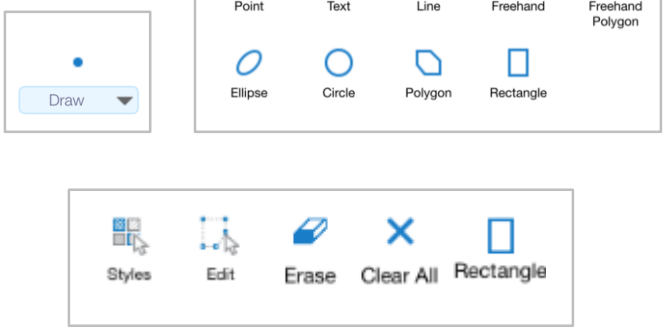


Figure 44.Drawing Tools

The **Searches** button on the *Tablet* includes PIN, Address, Intersection, Parks, Schools, and Common Places (see Figure 45). The same search tools are available on the *Desktop*. For more information – Go to the Search tools section for *Desktop* (see Figure 20, Figure 21, Figure 22, Figure 23, Figure 24, Figure 25, and Figure 26).

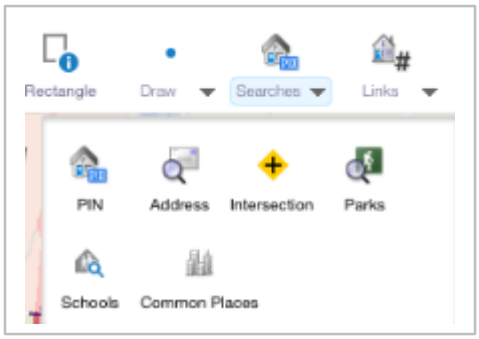


Figure 45. Search Tools

PIN – Search for a parcel by entering a PIN number.

Address – Search for a parcel by address.

Intersection – Search for an entire or partial address or intersection.

Parks – Search for a park from a list of options.

Schools – Search for a school from a list of options.

Common Places – Search by place type and name.

The **Links** button offers a variety of tools that will take you to popular sites. Tap on the Tools button and then scroll or tap the right arrow to find the Links option (see Figure 46).

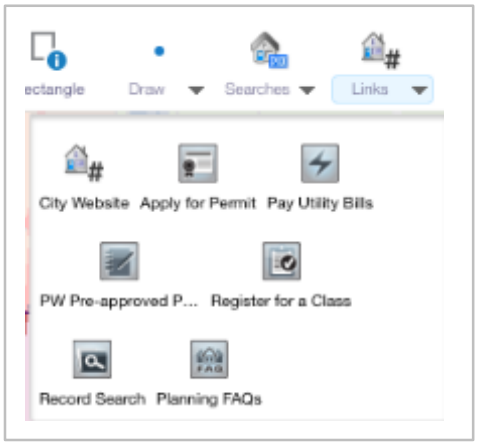


Figure 46. Search Tools

City Website – www.kirklandwa.gov

Apply for a Permit – www.MyBuildingPermit.com

Pay Utility Bills – www.Kirkland.merchanttransact.com

PW Pre-approved Plans – www.kirklandwa.gov

Register for a Class – www.kirklandparks.net

Record Search – www.kingcounty.gov

Planning FAQs – www.kirkalndwa.gov

Map Window

The **Map Window** is the display screen for the data layers. The layers that are shown on the map window are based on the selected layers in the Layers list (see Figure 47 and Figure 48).

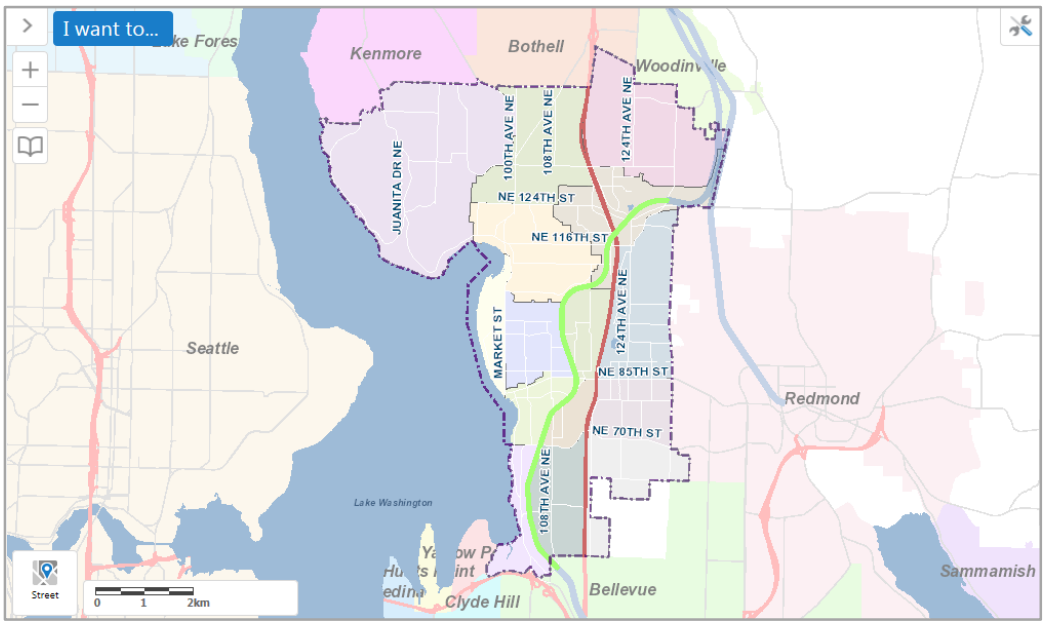


Figure 47. Desktop Map Window

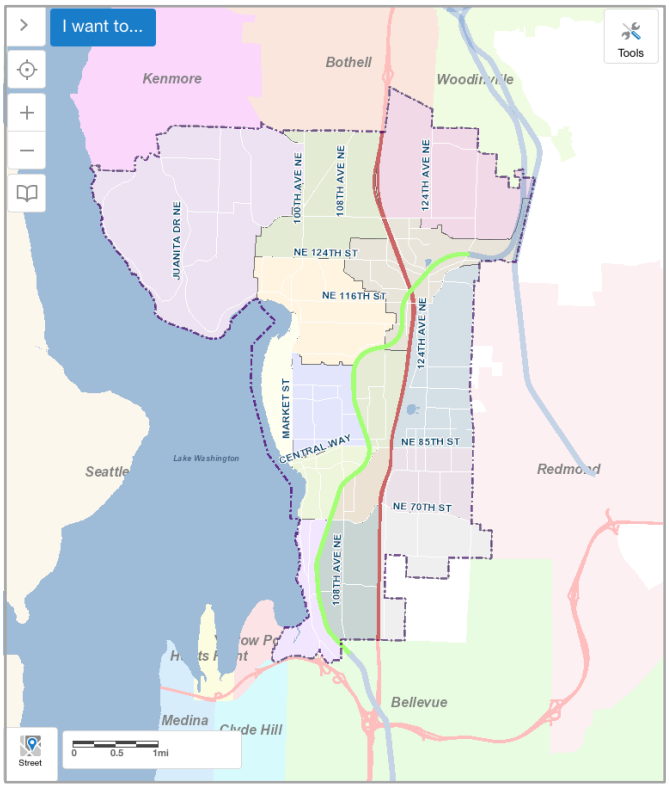


Figure 48. Tablet Map Window

I Want To…

The **I Want To**… menu is a blue button in the left-hand corner of the Map Window. The I Want To… menu is a drop-down list of tools that are commonly used. It acts like a shortcut for the most popular tools. The I Want To… menu includes: **Find Data on the map, Change visible map layers, Bookmark current map extent, and Return to initial map extent** (see Figure 49).

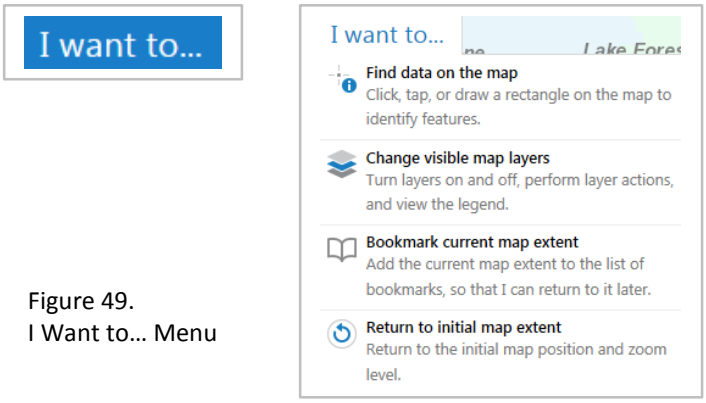


Figure 49.
I Want to… Menu

Find Data on the Map: Click/tap and then drag on the map to draw a rectangle.
Change visible map layers: Jumps to the Layers list.
Bookmark current map extent: Allows you to create a bookmark at your current location.
Return to initial map extent: Goes to the extent and zoom level when the map was originally launched.

Navigation

The **Navigation** buttons located in the left-hand corner of the Map Window will let you easily zoom in or zoom out.

Clicking the plus sign (+) with the mouse cursor zooms into the map.
Clicking the negative sign (-) zooms out of the map.

Bookmarked Locations

The **Bookmarked Locations** option allows you to jump to a predefined or saved bookmark (see Figure 50). The extent of each neighborhood has been predefined and can be located using the tools. There is also the option to **Bookmark Current Extent**, which will allow you to save your present map extent so that it can be returned to at a later point (see Figure 51).

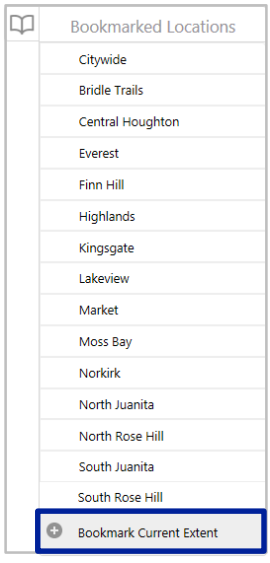


Figure 50.
Bookmarked Locations

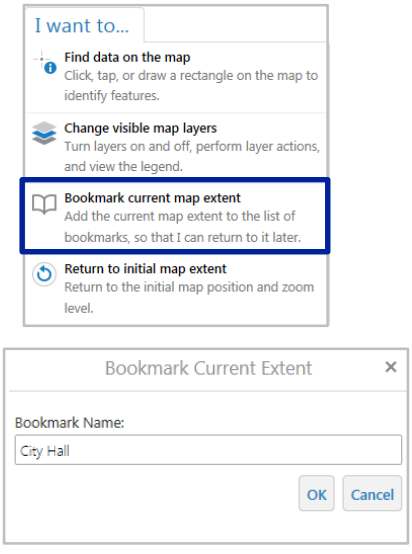
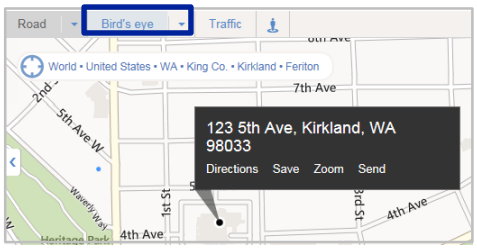


Figure 51.
I Want to… Menu

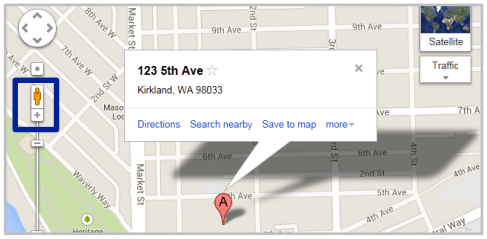
Parcel and Permit History

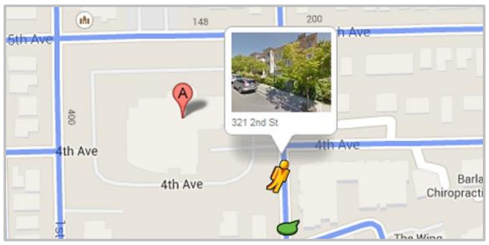
The **Parcel and Permit History** window will appear when you click/tap on a parcel in the Map Window (see Figure 52). The Parcel and Permit History window contains eight tools:

- **King County Assessors**: A link to the King County Department of Assessments data for that parcel.
- **Parcel Zoning**: Takes you to the City of Kirkland Zoning codes.
- **Parcel Report**: A quick tool for creating a property information report of the selected parcel.
- **Bing Map Link**: Allows you to view your location at a specific point in Bing Maps or Bird's Eye View.



- **Google Map Link**: Allows you to view your location at a specific point in Google Maps or Street View.





- **Parcel and Permit History**: Takes you to the Details window, which contains all of the permit information for that parcel (see Figure 53).
- **View Additional Details:** Takes you to the same Details window that the Parcel and Permit History link takes you to (see Figure 53).

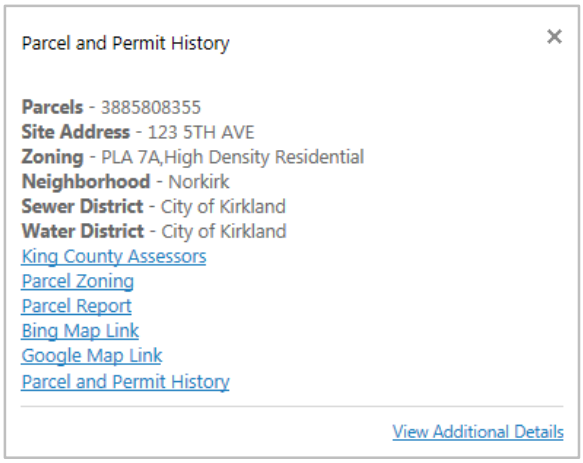


Figure 52. Map Tips Window

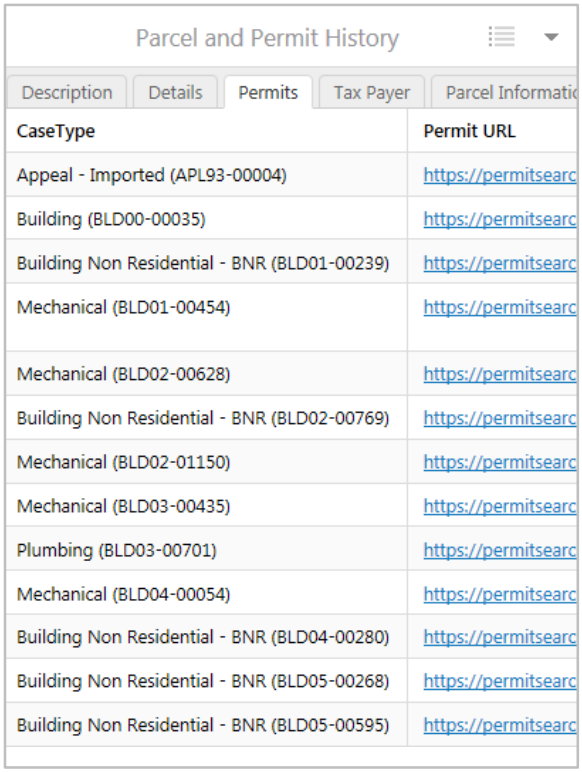


Figure 53. Details Window

Sample Mapping Exercises – Desktop and Tablet

This section contains some exercises that will help the user become more familiar with the mapping application. The sample exercises in this section include the following:

- Accessing Permit History and Details
- Accessing As-Built Record Drawings
- Accessing Survey Information
- Accessing Metro Transit Information
- Creating a Parcel Report
- Accessing the King County Assessor Website and Maps
- Printing a Map – Desktop Only

Accessing Permit History and Details

All permits can now be displayed by selecting the **Development Permits** layer in the **Layers** list. In this layer group, you have the option of displaying data for **Pre Submittal Applications**, **Building Permits**, **Demolition Permits**, **Public Works Permits**, and **Land Use Permits**. The layers with a plus sign ⊞ next to them can be expanded to display different categories of the sub layer (see Figure 54). Within the **Building Permits** layer, you have the choice of showing Single Family, Multi-Family, Non-Residential or Mixed Use permits. In the **Public Works Permits** layer, you have the option of viewing Grading, Right of Way or Utility, or Transportation permits (see Figure 54). For the **Land Use Permits** layer, you can display the Subdivision, Zoning, Design Review, Tree, Environmental, Housing, or Miscellaneous Land Use permits.

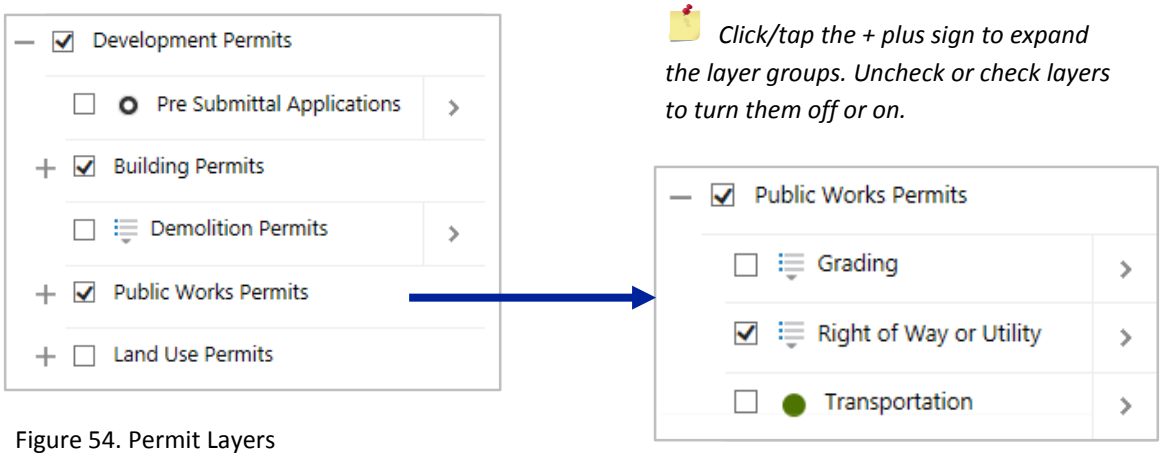


Figure 54. Permit Layers

Table of Contents

To access permit information on **MyBuildingPermit.com**, use the **Identify** tools to click/tap on a permit(s). After identifying, the permit(s) the information will appear in the **Results** window. Under the permit(s) there will be a link called **Permit Information**. Click/tap the Permit Information link. A new window will appear with the permit details on **MyBuildingPermit.com**.

1. With the Identify tools click/tap on the permit(s) (see Figure 55).

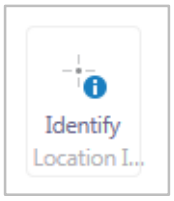
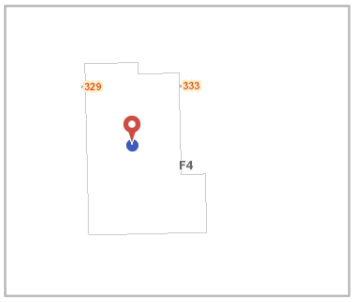


Figure 55. Identify Tools



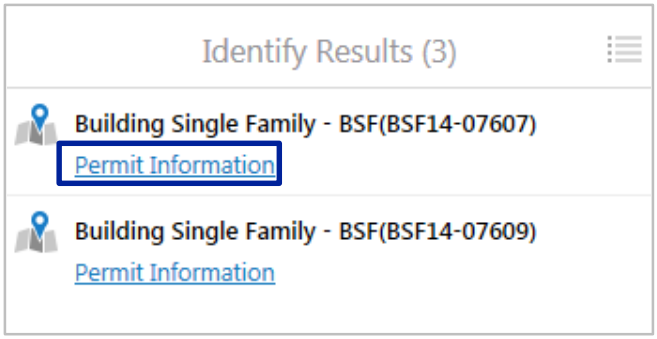


Figure 56. Permit Information Link

2. The identified permit(s) will appear in the **Results** window.

Click/tap the **Permit Information** link (see Figure 56).

3. A new window will appear with the permit details from **MyBuildingPermit.com** (see Figure 57).

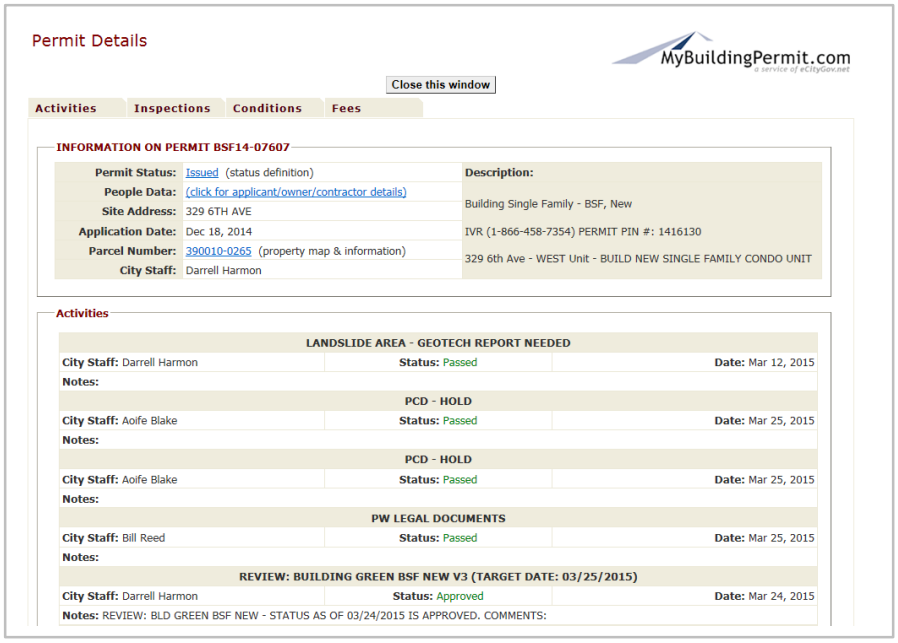


Figure 57. Permit Information Link

To access permit information for all of the permits for a specified parcel, use the **Map Tips** window option (see Figure 58).

1. To access permit information for a specified parcel, use the zoom tools or the plus sign (+) to zoom into a parcel. Then click/tap on a parcel. The **Parcel and Permit History** Window will display.

Activated

Deactivated

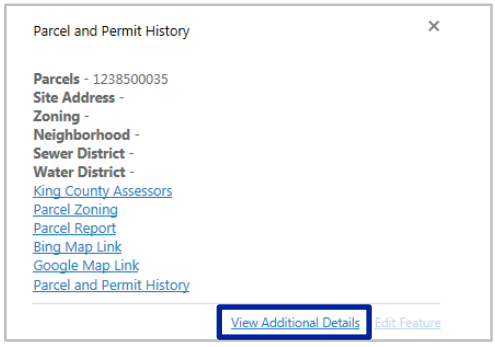


Figure 58. Map Tips Window

2. In the Parcel and Permit History window, select **View Additional Details** to locate all of the permit information for that parcel (see Figure 58).

3. In the Parcel and Permit History window, click the **Permits** tab. The Permits tab contains a history of permits for that parcel (see Figure 59).

4. Select the **Permit URL** to view more information (see Figure 59).

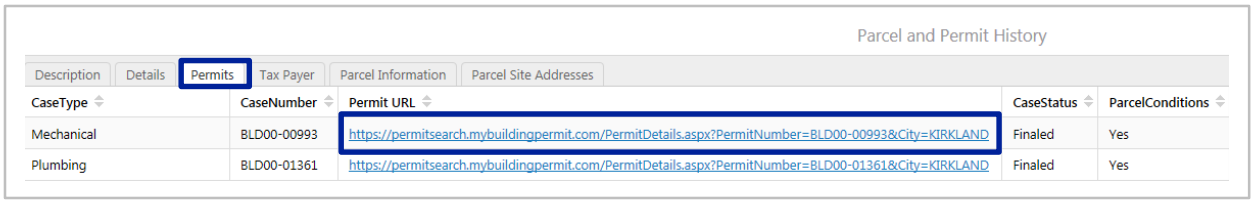


Figure 59. Parcel and Permit History

5. A new Internet Explorer tab with the permit details will appear (see Figure 60).

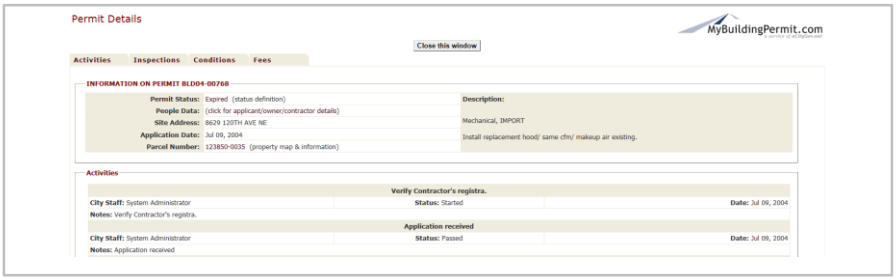
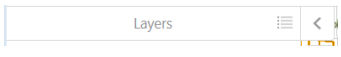


Figure 60. Permit information from MyBuildingPermit.com

6. If you would like to visualize permits on the map, go to the **Layers** list. If you do not see the Layers list, you can click/tap the arrow on the left-hand side.



Next, turn on the **Development Permits** group layer in the **Layers** list. Then you have the option of displaying data for **Pre Submittal Applications**, **Building Permits**, **Demolition Permits**, **Public Works Permits**, and **Land Use Permits** by expanding the layer group – click/tap the plus sign ⊞. Then place a check mark next to the permit(s) you would like to view. If you want to see the legend information, you can click/tap the drop-down arrow next to the layer name.

Accessing Utility Information and As-Built Drawings

To access utility information, go to the **Layers** list. If you are in the **Identify Results** window, you can toggle back to the Layers list by selecting the layers button at the bottom of the window (see Figure 61).

Toggle back to the **Layers** list by clicking the **Layers** button on the bottom of the Information Panel.

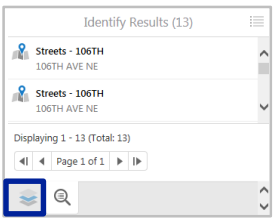


Figure 61. Results Window – Toggle to the Layers List

1. In the Layers list, check and expand the **Utilities** group layer (see Figure 62).

2. Then if you would like to access utility layers regarding the Storm System, check and expand the box next to the **Storm System** group layer. If you would like to access the wastewater utility layers, check and expand the box next to the **Wastewater System** layer group (see Figure 62).

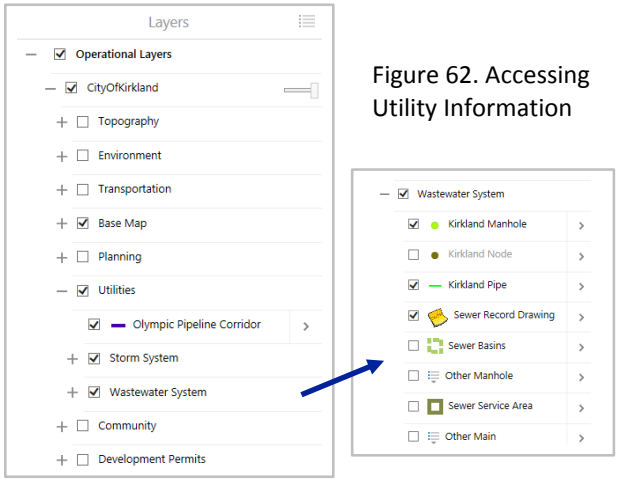


Figure 62. Accessing Utility Information

If you are interested in viewing a specific utility layer, make sure the layer is checked and not greyed out. If the layer is greyed out, it means it is not visible at that current scale. Click/tap the arrow to the right of the layer and select **Zoom to full extent** or **Zoom to visible scale** (see Figure 63).

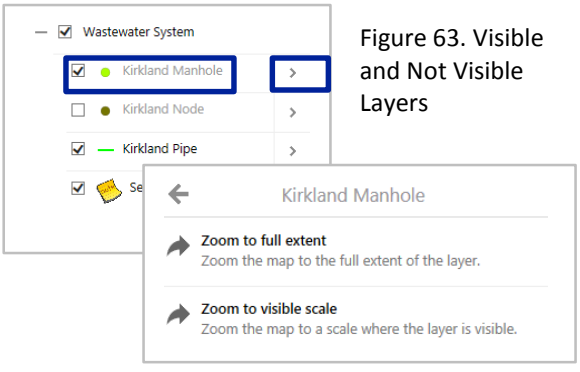


Figure 63. Visible and Not Visible Layers

As-Built record drawings for the storm and wastewater system can be accessed within the **Storm System** and **Wastewater System** map layers.

1. In the **Layers** list, check the box for the **Utilities** layer, then the **Storm System** layer, and then the **Storm Record Drawing** layer (see Figure 64).

2. Click/tap a yellow notepad (see Figure 65).

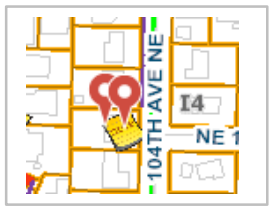


Figure 65. Storm Record Drawing Results

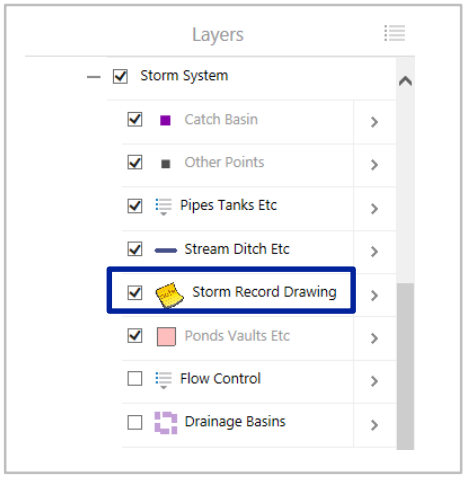


Figure 64. Storm Record Drawings

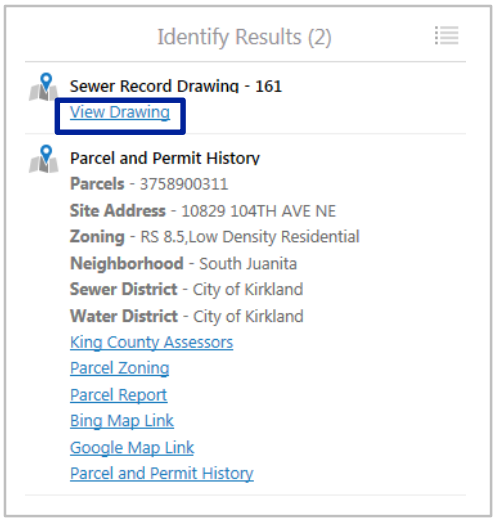


Figure 66. Storm Record Drawing Result

3. In the **Identify Results** window under the Storm Record Drawing result (**Storm Record Drawing – 161**), click/tap the **View Drawing** link (see Figure 66). The link will open the record drawing PDF (see Figure 67).

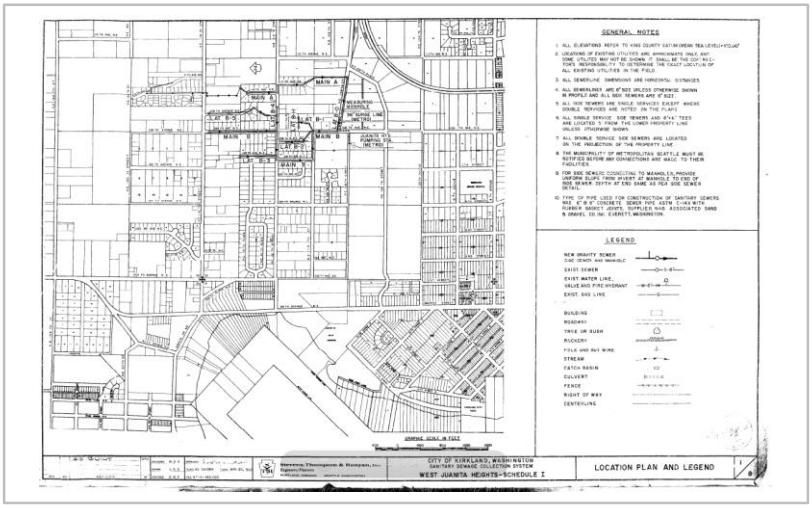


Figure 67. Accessing Record Drawings

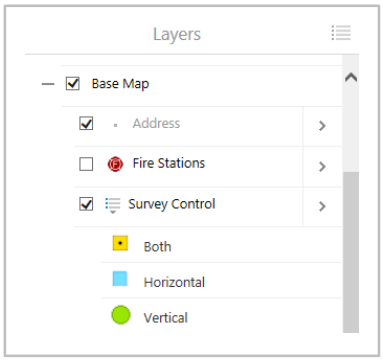
Accessing Survey Control Information

Survey control information can be accessed on Kirkland Maps through the Survey Control data in the Base Map group layer. To access survey control information, go to the **Layers** list. If you are in the **Results** window, toggle back to the Layers list.

Toggle back to the **Layers** list by clicking the **Layers** button on the bottom of the Information Panel.

1. In the Layers list, expand the **Base Map** group layer. In the Base Map group layer, check the box next to the **Survey Control** layer to display the survey points on the map.

2. On the map, click/tap a Survey Control Point (see Figure 68).



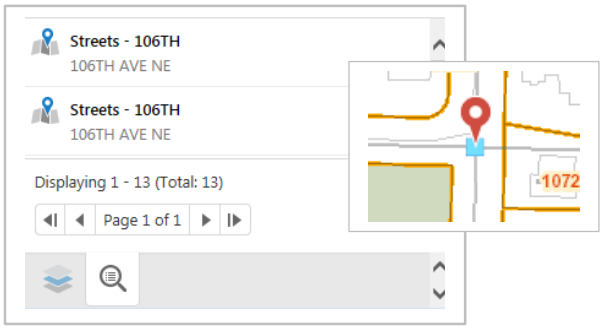


Figure 68. Survey Control Layer

3. The survey control point information will then appear in the **Results** window.

4. Select the link for **Survey Control Data Sheet** (see Figure 69).

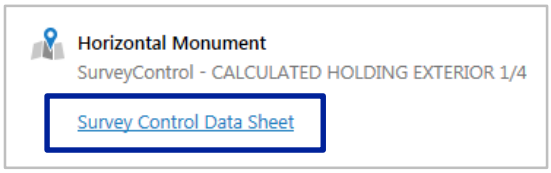


Figure 69. Survey Control Point Data Sheet Link

5. A new Internet Explorer tab will appear with the Survey Control Point information (see Figure 70).

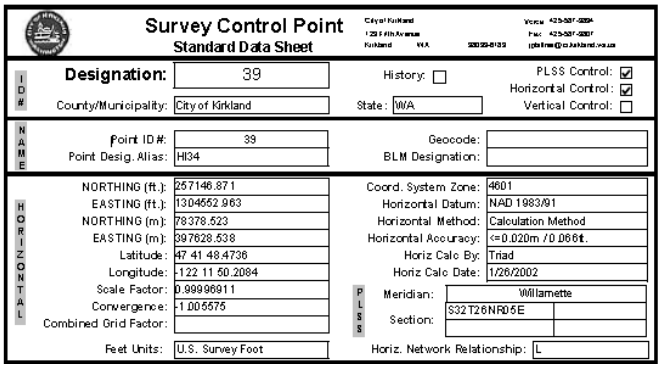


Figure 70. Survey Control Point Data Sheet

Accessing Metro Link Information

Metro link information can be displayed and accessed on Kirkland Maps through the transit route data. To access the Transit Route data, go to the **Layers** list and expand the **Transportation** group layer and then the **Transit Routes** layer. If you are in the **Results** window, go back to the Layers list.

Toggle back to the **Layers** list by clicking the **Layers** button on the bottom of the Information Panel.

1. In the **Layers** list, make sure the box is checked next to the layers **CityOfKirkland**, **Transportation**, and **Transit Routes**.

2. The transit data will then appear on the map. Next, zoom into a transit route.

3. With the **Identify** tools, click or drag a rectangle to select the transit route (see Figure 71).

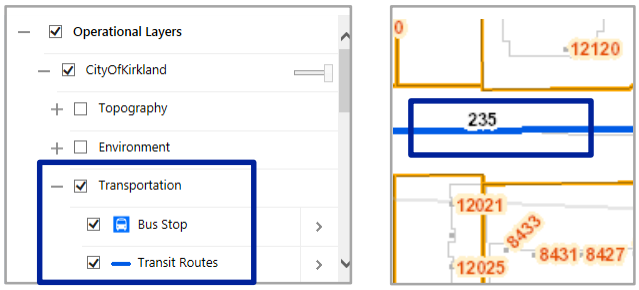


Figure 71. Transit Routes Data

Figure 72. Transit Route Link

4. The identified transit route(s) will appear in a new window (see Figure 72).

5. Select the **Route Link** hyperlink under the desired transit route number in order to find the route schedule for that specific route (see Figure 72).

6. The King County Metro website will appear in a new window with the timetable information for that route (see Figure 73).

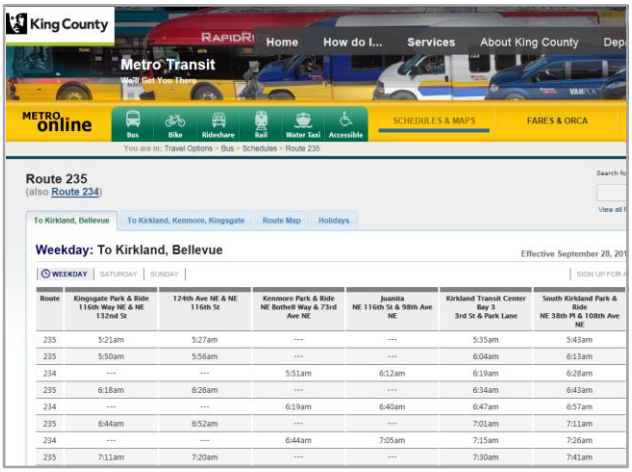


Figure 73. Metro Transit Information

Creating a Parcel Report

Parcel reports are compiled and produced by the City of Kirkland. The report contains information from both the City of Kirkland and the King County Assessor's Office.

1. In order to create a property report, click/tap on a parcel and select the link for **Parcel Report** in the Parcel and Permit History window (see Figure 74). If you would like to locate a piece of property, use the **Search** tools on the toolbar.

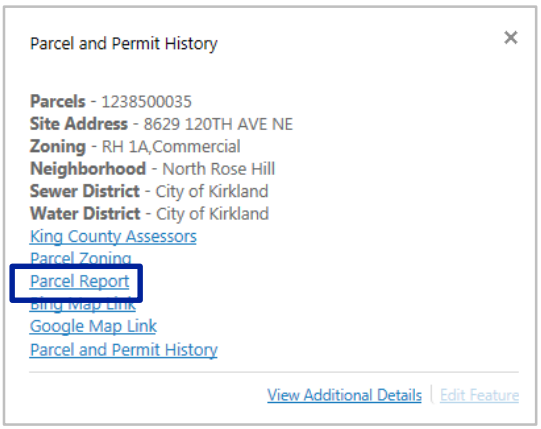


Figure 74. Map Tips Window

2. A new window will appear notifying you that the report has been created. Click the **Download** link (see Figure 75).

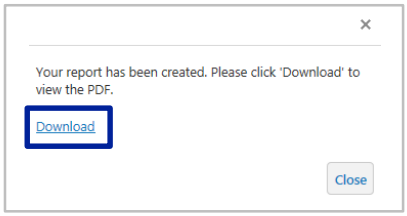


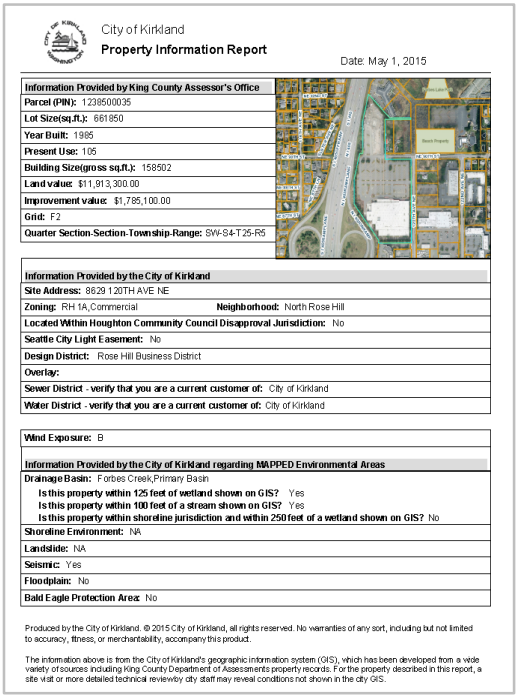
Figure 75. Download Parcel Report

3. If a pop-up window at the bottom of the screen appears, click **Save** and then click **Open** (see Figure 76).

Figure 76. Open or Save the Parcel Report

4. A new window with the **Property Information Report** will appear (see Figure 77).

The Property Information Report provides information from both the King County Assessor's Office and the City of Kirkland.


City of Kirkland
Property Information Report
Date: May 1, 2015

Information Provided by King County Assessor's Office	
Parcel (PIN):	1238500035
Lot Size(sq.ft.):	661850
Year Built:	1985
Present Use:	105
Building Size(gross sq.ft.):	158502
Land value:	$11,913,300.00
Improvement value:	$1,785,100.00
Grid:	F2
Quarter Section-Section-Township-Range:	SW-S4-T25-R5

Information Provided by the City of Kirkland			
Site Address:	8629 120TH AVE NE		
Zoning:	RH 1A,Commercial	Neighborhood:	North Rose Hill
Located Within Houghton Community Council Disapproval Jurisdiction:	No		
Seattle City Light Easement:	No		
Design District:	Rose Hill Business District		
Overlay:			
Sewer District - verify that you are a current customer of:	City of Kirkland		
Water District - verify that you are a current customer of:	City of Kirkland		

Wind Exposure:	B

Information Provided by the City of Kirkland regarding MAPPED Environmental Areas	
Drainage Basin:	Forbes Creek,Primary Basin
Is this property within 125 feet of wetland shown on GIS?	Yes
Is this property within 100 feet of a stream shown on GIS?	Yes
Is this property within shoreline jurisdiction and within 250 feet of a wetland shown on GIS?	No
Shoreline Environment:	NA
Landslide:	NA
Seismic:	Yes
Floodplain:	No
Bald Eagle Protection Area:	No

Produced by the City of Kirkland. © 2015 City of Kirkland, all rights reserved. No warranties of any sort, including but not limited to accuracy, fitness, or merchantability, accompany this product.

The information above is from the City of Kirkland's geographic information system (GIS), which has been developed from a wide variety of sources including King County Department of Assessments property records. For the property described in this report, a site visit or more detailed technical review by city staff may reveal conditions not shown in the city GIS.

Figure 77. ParcelReport.pdf

Accessing the King County Assessor Website and Maps

There are multiple ways to access the King County Assessor Website. If a property has already been located, click/tap inside of the parcel**.** If you would like to locate a piece of property, use the **Search** tools on the toolbar.

1. Click/tap on an already located property. Or to locate a parcel, use the Search tools on the toolbar (i.e. Search by Address) (see Figure 78).

2. The results will appear on the left-hand side. If the results are in **Table View** (bottom of the map), switch to **List View** (left-hand side of the map).

To switch views, select the list button in the upper right-hand corner.

In **List View**, click the link below the address that says **King County Assessors** (see Figure 79).

3. The link will take you directly to the King County Assessor's website for that identified parcel (see Figure 80).

4. To access the King County Assessor grid maps, select the link for **Property Details** (see Figure 80).

5. A new window will appear with the property details. Under the **Parcel Data > Quarter-Section-Township Range** section, there will be a link to the grid map (i.e. SW-4-25-5) (see Figure 81 and Figure 82).

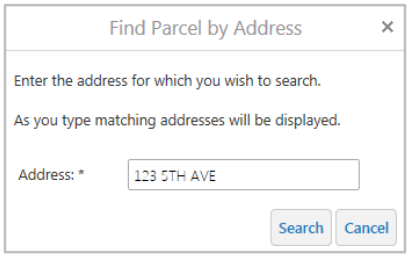


Figure 78. Address Search Tool

Figure 79. King County Assessor Link - List View

Figure 80. King County Assessor Site

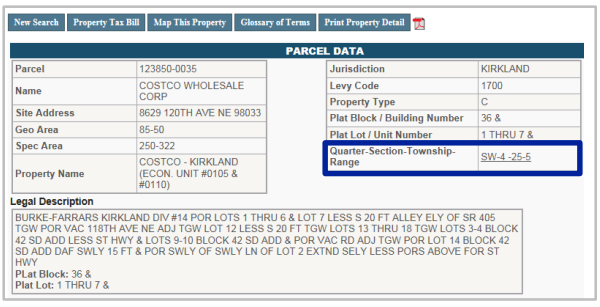


Figure 81. King County Assessor Site and Grid Maps Link

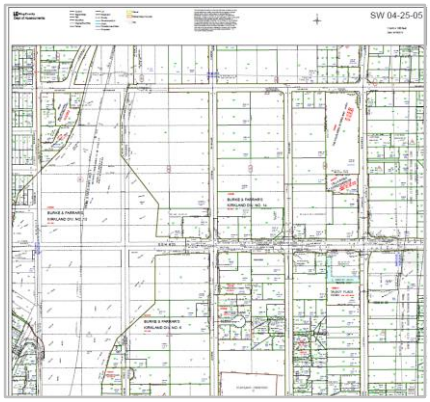


Figure 82. King County Assessor Grid Map

Printing a Map – Desktop Only

Printing a map can be done using the **Print Map** buttons on the Getting Around or the Tasks tabs of the toolbar. When either button is selected, the **Print Map** window will appear on the screen. The Print Map window allows you to choose the layout, the output format, the resolution, and the map scale. It will also allow you to write a title or any notes you would like on the map (see Figure 83).

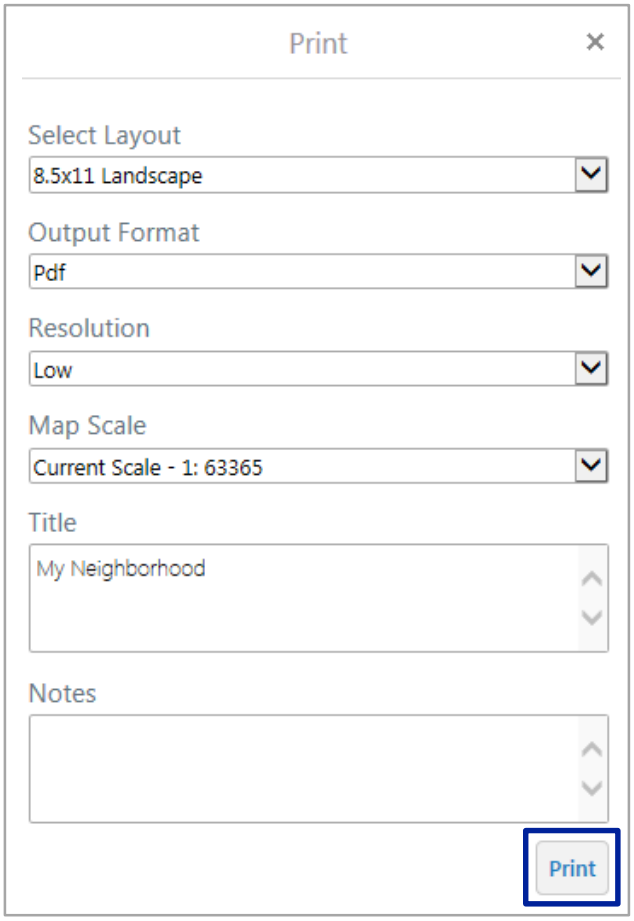


Figure 83. Print Map – Create File

1. Select from the **Layout** options:
   - 11 x 17 Landscape
   - 8.5 x 11 Landscape
2. Determine the **Output Format**:
   - PDF
3. Choose the **Resolution**:
   - Low
   - Medium
   - High
4. Select the **Map Scale**:
   - Current Extent
   - Current Scale
   - A Specified Scale
5. Specify a title in the **Title** box.
6. Write any notes in the **Note** box.
7. Click **Create File.**

8. Select **Open File** to view the printable map or select **Back** to adjust the print settings (see Figure 84).

9. After clicking **Open File**, the map PDF will appear in a new window. Then the map PDF can be printed using the print settings (see Figure 85).

10. In the **Print** dialog, adjust the print settings accordingly such as paper size and orientation (see Figure 86).

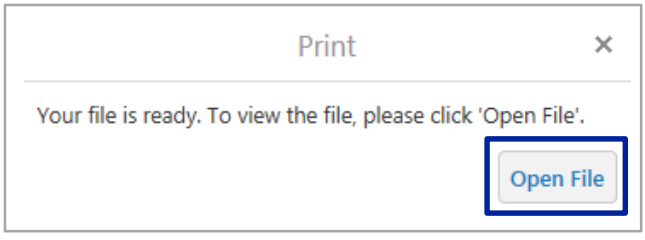


Figure 84.Print Map – Open File

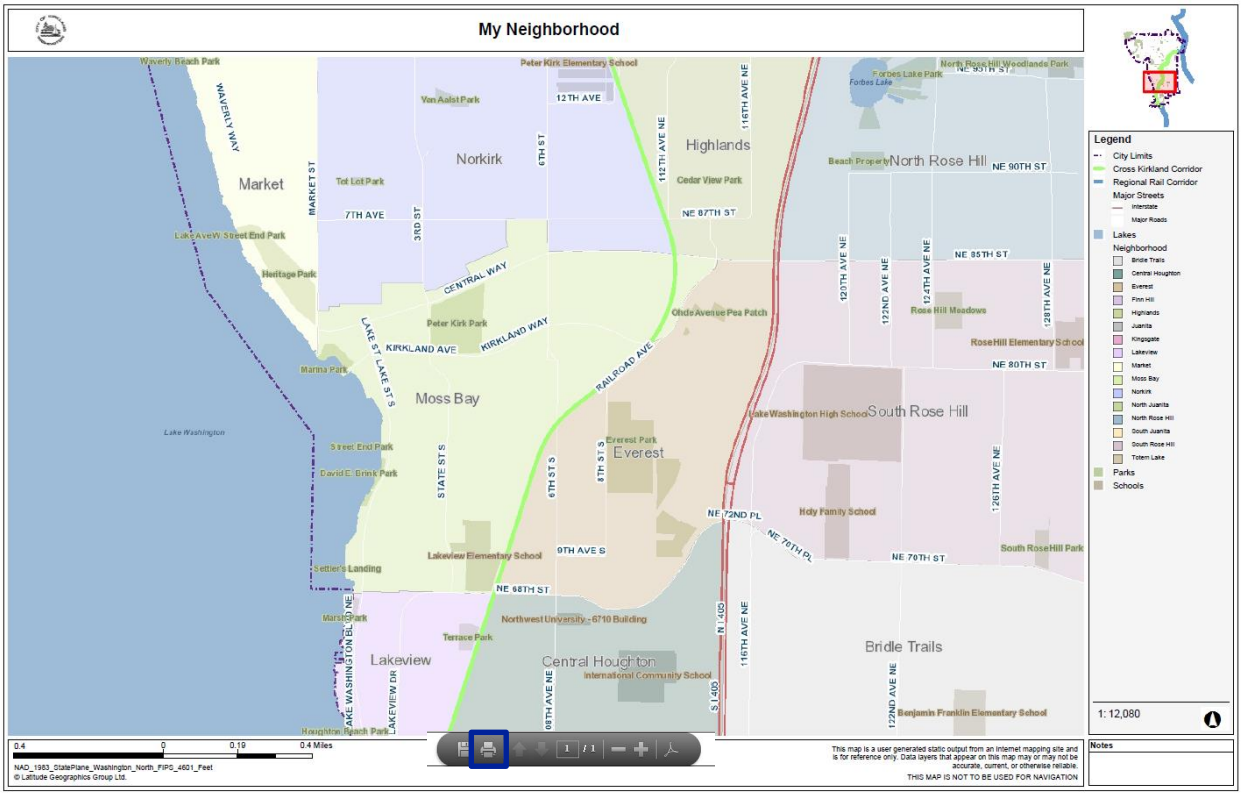


Figure 85. PDF Map

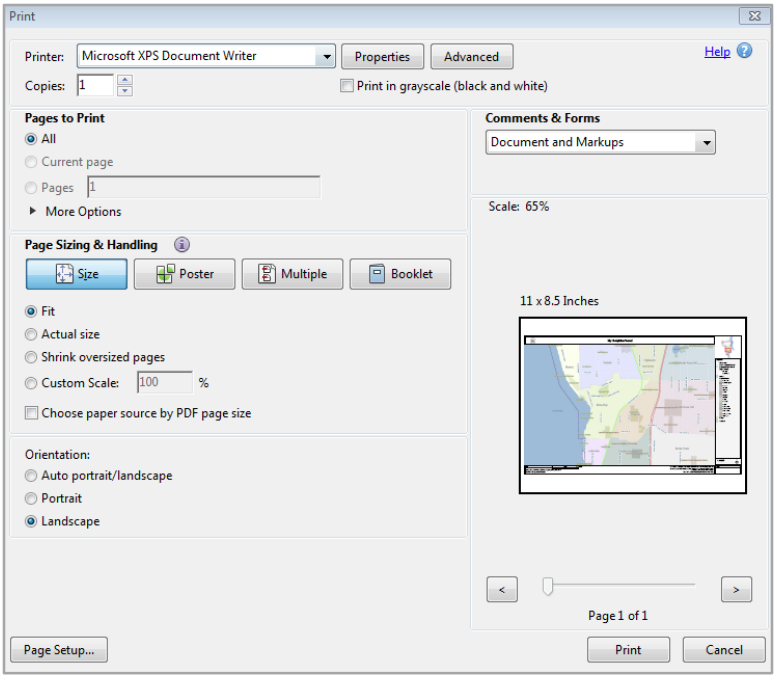


Figure 86. Print Dialog

Smartphone

Top Ten Features - Smartphone

 # 1 Access Citywide GIS Data Layers:

- Access to property, environmental, transportation, utility, permit, aerial, and event information.

 # 2 Create a Custom Property Report:

- Generate a custom property report using Kirkland GIS and King County Assessment information.

 # 3 Access Permit Information:

- Ability to view and access permit information in EnerGov and from MyBuildingPermits.com.

 # 4 King County Assessor Information:

- Quick access to the King County Assessor data and grid maps.

 # 5 Search Tools:

- Search for information by entering in a property identification number (PIN), an address, a park, a school

 # 6 Links to Popular Sites:

- Ability to easily apply for a permit, pay utility bills, register for a class, view Public Works pre-approved plans, search for records, and locate Planning FAQs.

Table of Contents

Kirkland Maps User Interface

Smartphone Home Screen

When Kirkland Maps is first launched, the **Home Screen** window will appear (see Figure 87). When the Home Screen is closed, the **Main Screen** will appear and will look similar to the image provided below (see Figure 88).

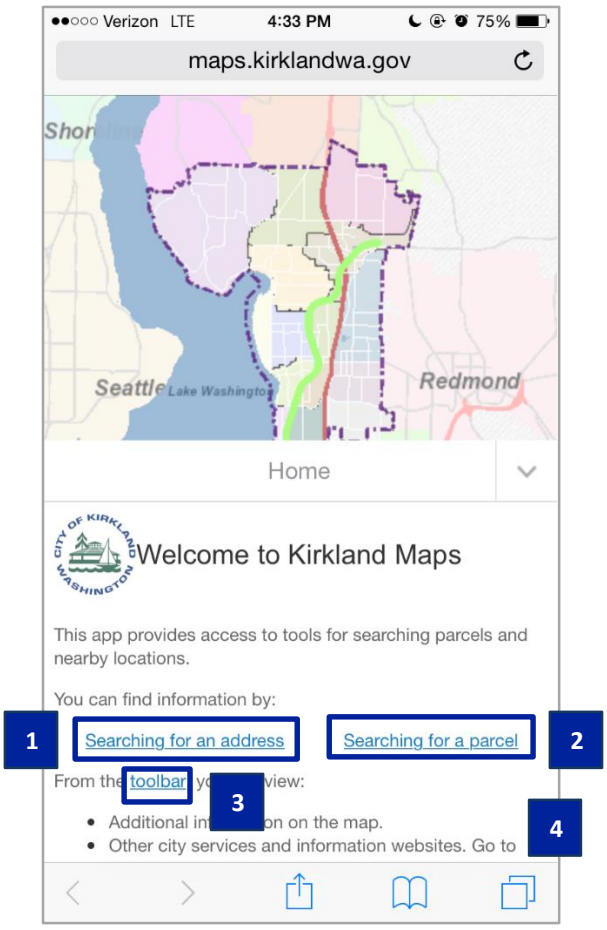


Figure 87. Smartphone Home Screen

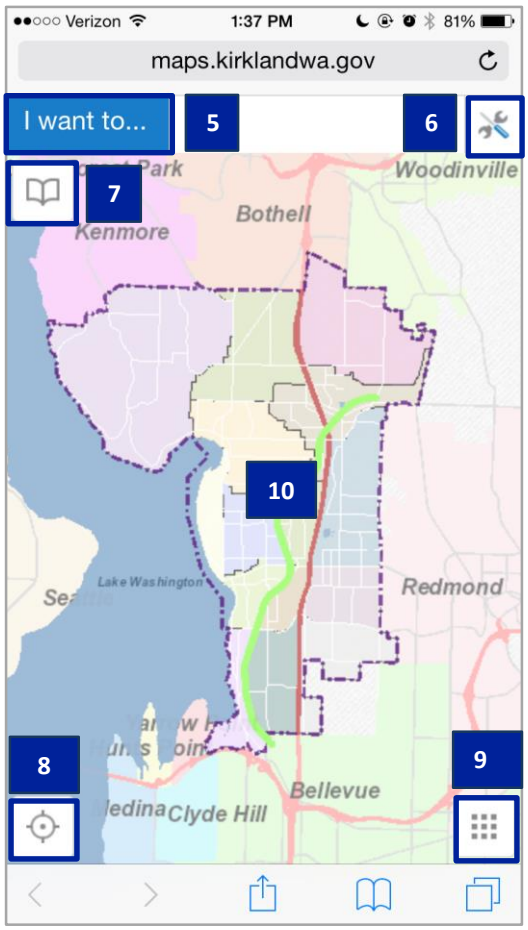


Figure 88. Smartphone Main Screen

Number	Screen Element
1	**Searching for an address:** Allows you to search for a parcel by address.
2	**Searching for a parcel:** Allows you to search for a parcel by PIN number.
3 & 6	**Toolbar:** Access to the toolbar. Provide tools to access the home page, search for information, and
4	**City of Kirkland Website:** If you scroll down, there will be a link to the City of Kirkland website.
5	**I Want to…:** A short list of the most frequently used tools and tasks.
7	**Bookmarked Locations:** A predefined or saved map extent.
8	**Geolocation:** Tools used to find, track, or follow your location.
9	**Layers / Results / Home:** Provides access to the Layers list, Results list, and Home page.
10	**Map Window:** Displays the data layers that have been turned on.

Layers / Results

To access the different citywide GIS data layers on the *Smartphone*, use the **Layers** list to turn on or off layers on the map. If the Layers List is not appearing, it can be accessed by selecting the **Layers/Results button** in the lower right-hand corner (see Figure 89).

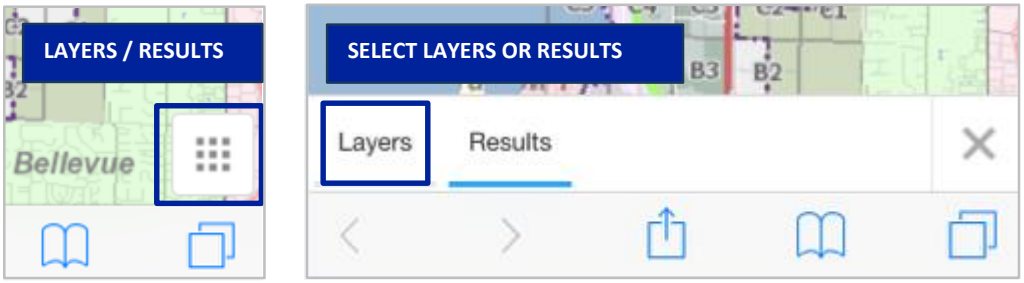


Figure 89. Smartphone Layers / Results Button

The **Layers** list is organized into layer groups that can be expanded, collapsed, turned on, or turned off. The list will show some layers greyed out meaning they are not visible at that scale. Some of the layers in the layer list have a transparency slider, which means the layer can be displayed with transparency (see Figure 90).

The **Results** list offers information about the data from using the Search or the Identify tools. For Identified or Searched parcels, it will provide links to other information and external sites (see Figure 91).

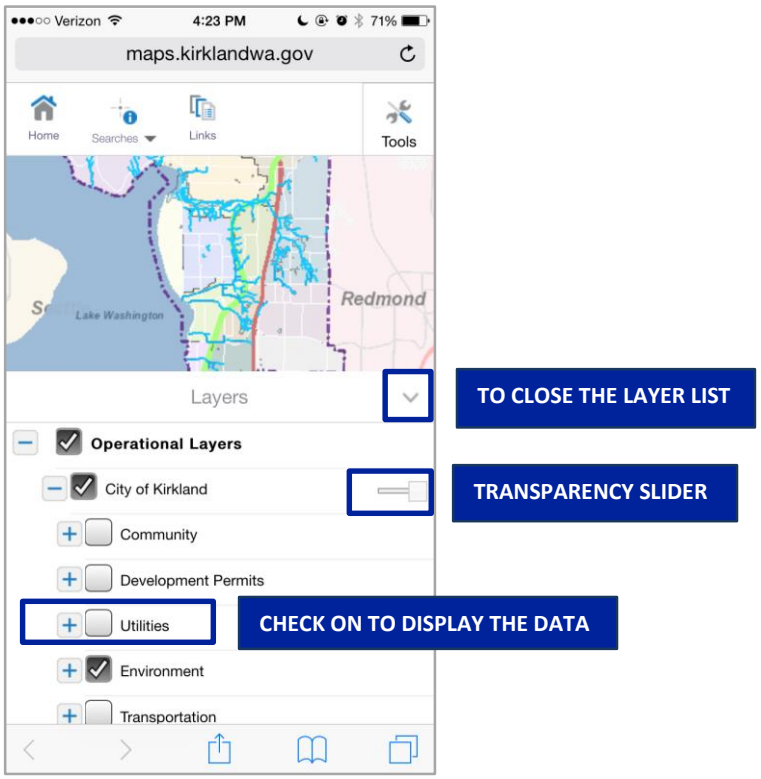


Figure 90. Layers List

Figure 91. Results List

Tools Button

The **Tools Button** is located in the upper right-hand corner of the Main Screen. The Tools button contains some of the most commonly used tools (see Figure 92).

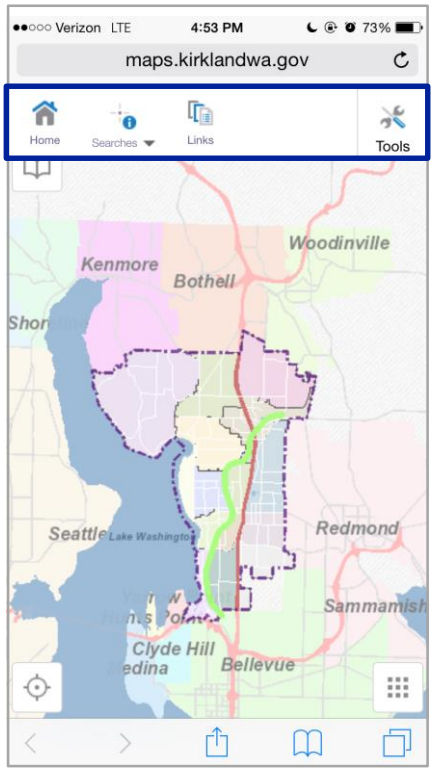


Figure 92. Tools Button

The **Home** button will take you to the **Home** screen. This is the screen that appears when the map is first launched on the smartphone (see Figure 93).

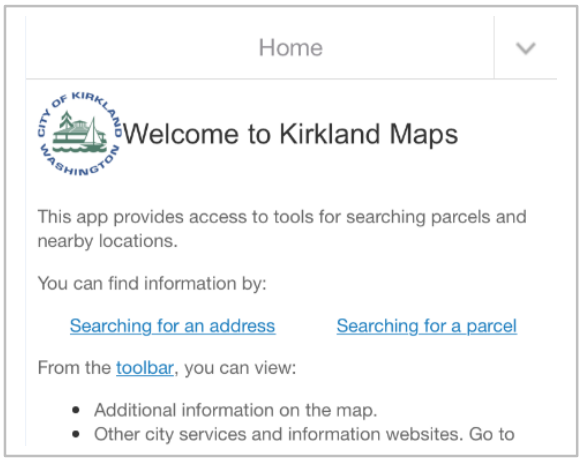
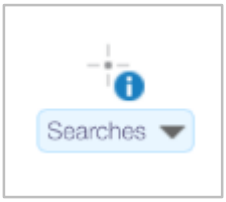


Figure 93. Home Button and Home Screen

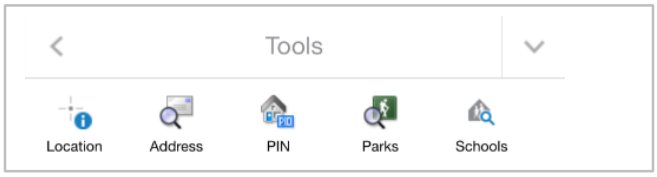
The **Searches** button on the *Tablet* includes Location identify, Address, PIN, Parks, and Schools (see Figure 94).



Location – Search for a site by dragging or tapping on the map.

Address – Search for a parcel by address.

PIN – Search for a parcel by entering a PIN number.



Parks – Search for a park from a list of options.

Schools – Search for a school from a list of options.

Figure 94. Search Tools

The **Links** button offers a variety of tools that will take you to several popular sites. Tap on the Tools button to find the Links button. The link tools provide quick access to popular links. The Link tools will provide a shortcut to the **City Website** as well as a shortcut to **Apply for a Permit**, **Pay Utility Bills**, and **Register for a Class**. Through the Popular Links section you also have the ability to view **Public Works Pre-Approved Plans**, perform a **Record Search**, and locate **Planning FAQs** (see Figure 95).

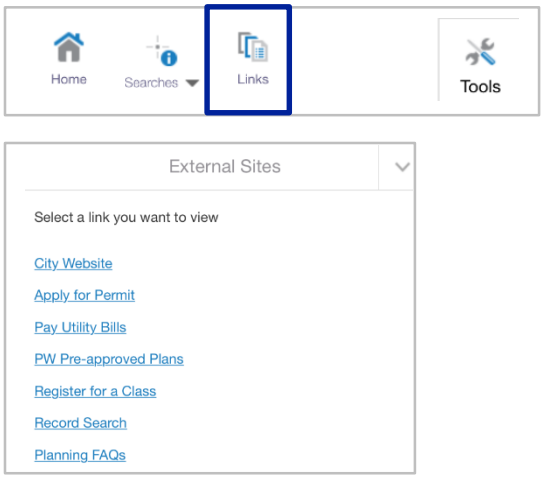


Figure 95. Links button

City Website – www.kirklandwa.gov

Apply for a Permit – www.MyBuildingPermit.com

Pay Utility Bills – www.Kirkland.merchanttransact.com

PW Pre-approved Plans – www.kirklandwa.gov

Register for a Class – www.kirklandparks.net

Record Search – www.kingcounty.gov

Planning FAQs – www.kirkalndwa.gov

Map Window

The **Map Window** is the display screen for the data layers. The layers that are shown on the map window are based on the selected layers in the Layers list (see Figure 96).

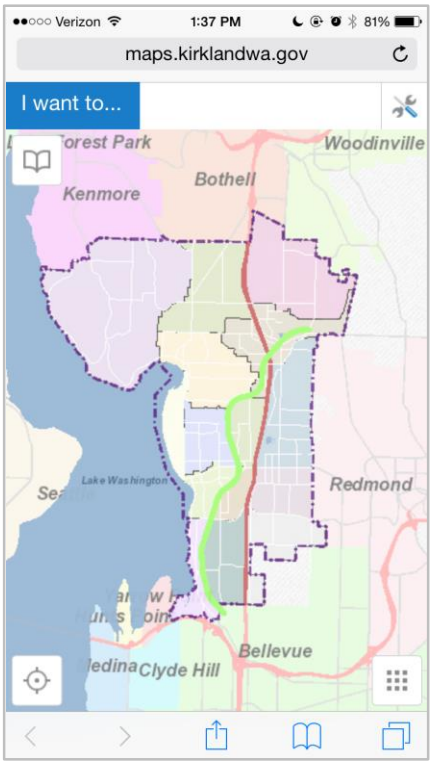


Figure 96. Smartphone Map Window

I Want To…

The **I Want To**… menu is a blue button in the left-hand corner of the Map Window. The I Want To… menu is a drop-down list of tools that are commonly used. It acts like a shortcut for the most popular tools. The I Want To… menu includes: **Find Data on the map, Search by Address, Search by Parcel, Change visible map layers, Select a Base Map, and View the home panel** (see Figure 97).

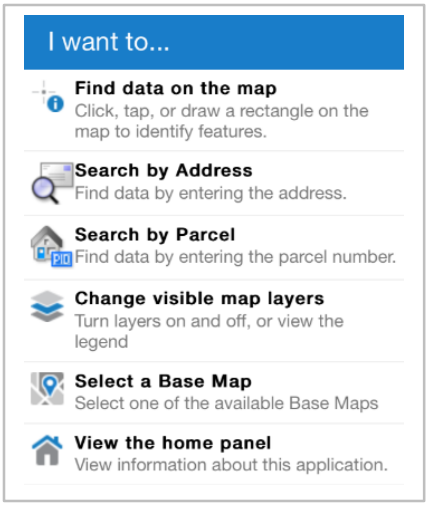


Figure 97. I Want to… Menu

Find Data on the Map: Tap/drag a rectangle on the map to identify specific locations or areas.

Search by Address: Enter an address to search for a property.

Search by Parcel: Enter a parcel number to search for a property.

Change visible map layers: Jumps to the Layers list.

Select a Base Map: Select the aerial or the street base map.

View the home panel: Returns to the home page that appears when first launched.

Bookmarked Locations

The **Bookmarked Locations** option, in the left-hand corner of the Map Window, allows you to jump to a predefined bookmark. The extent of each neighborhood has been predefined and can be located by selecting the name of the neighborhood from the list (see Figure 98).

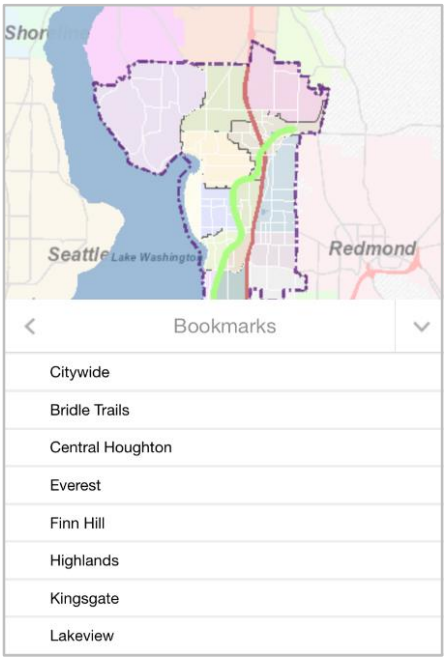


Figure 98. Bookmarked Locations

Parcel and Permit History

The **Parcel and Permit History** window will appear when you tap on a parcel in the Map Window (see Figure 99). The Parcel and Permit History window contains eight tools:

- **King County Assessors**: A link to the King County Department of Assessments data for that parcel.
- **Parcel Zoning**: Takes you to the City of Kirkland Zoning codes.
- **Parcel Report**: A quick tool for creating a property information report of the selected parcel.
- **Bing Map Link**: Allows you to view your location at a specific point in Bing Maps or Bird's Eye View (see Figure 100).

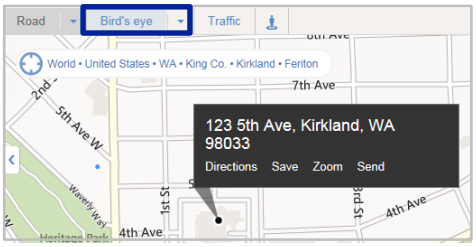


Figure 100. Bing Map Link

- **Google Map Link**: Allows you to view your location at a specific point in Google Maps or Street View (see Figure 102).

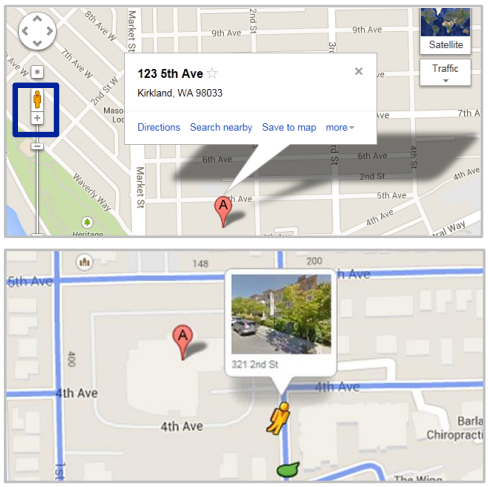


Figure 102. Parcel

- **Parcel and Permit History**: Allows you to access all of the permit information for that parcel. Then you can select a permit and then select a link to the permit in MyBuildingPermits.com (see Figure 99 and Figures 103-105).

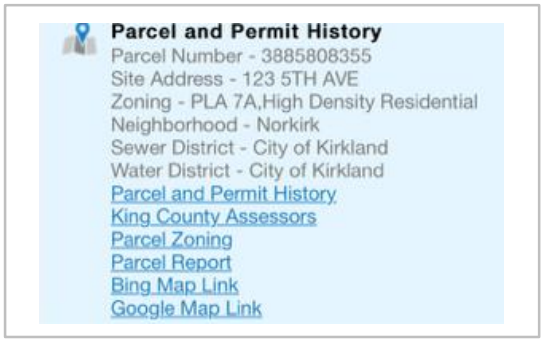


Figure 99. Parcel and Permit History

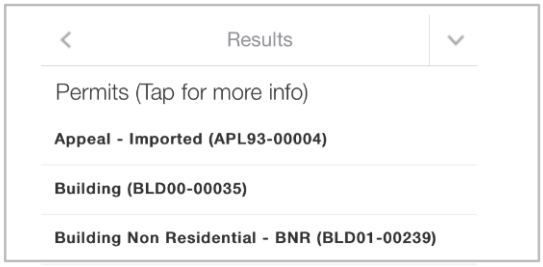


Figure 103. Results – List of Permits

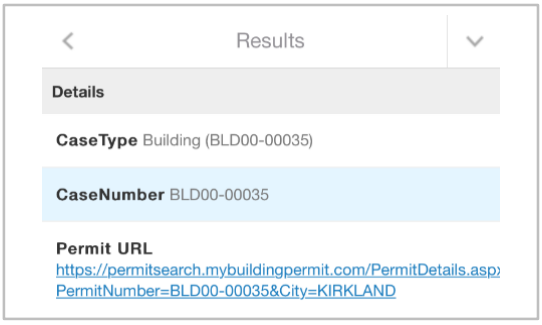


Figure 104. Results – Permit Information

Figure 105. MyBuildingPermits.com

Sample Mapping Exercises – Smartphone

This section contains some exercises that will help the user become more familiar with the mapping application. The sample exercises in this section include the following:

- Accessing Permit History and Details
- Accessing As-Built Record Drawings
- Creating a Parcel Report
- Accessing the King County Assessor Website and Maps

Accessing Permit History and Details

All permits can now be displayed by selecting the **Development Permits** layer in the **Layers** list. In this layer group, you have the option of displaying data for **Pre Submittal Applications**, **Building Permits**, **Demolition Permits**, **Public Works Permits**, and **Land Use Permits**. The layers with a plus sign ⊞ next to them can be expanded to display different categories of the sub layer (see Figure 106). Within the **Building Permits** layer, you have the choice of showing Single Family, Multi-Family, Non-Residential or Mixed Use permits. In the **Public Works Permits** layer, you have the option of viewing Grading, Right of Way or Utility, or Transportation permits (see Figure 106). For the **Land Use Permits** layer, you can display the Subdivision, Zoning, Design Review, Tree, Environmental, Housing, or Miscellaneous Land Use permits.

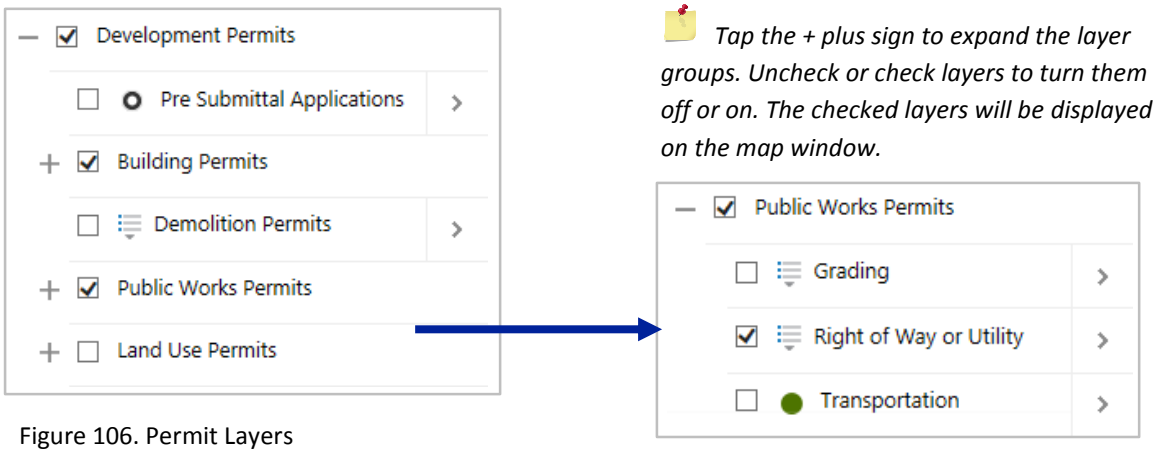


Figure 106. Permit Layers

To view the permits on the map, turn on the **Development Permits** group layer in the **Layers** list. Then you have the option of displaying data for **Pre Submittal Applications**, **Building Permits**, **Demolition Permits**, **Public Works Permits**, and **Land Use Permits** by expanding the layer group – tap the plus sign ⊞. Then place a check mark next to the permit(s) you would like to view. If you want to see the legend information, you can tap the drop-down arrow next to the layer name.

Table of Contents

To access permit information on **MyBuildingPermit.com**, use the **Search/Identify** tools to tap or draw a rectangle on a permit(s). After identifying, the permit(s) the information will appear in the **Results** window. Under the permit(s) there will be a link called **Permit Information**. Tap the Permit Information link. A new window will appear with the permit details on **MyBuildingPermit.com**.

1. With the Search/Identify tools tap/drag a rectangle on the permit(s) (see Figure 107).

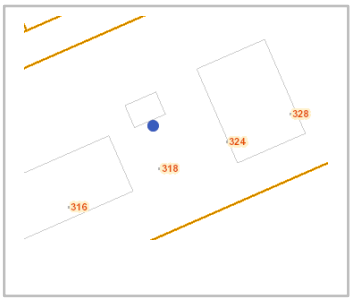


Figure 107. Identify Tools

Figure 108. Permit Information Link

2. The identified permit(s) will appear in the **Results** window.

Tap the **Permit Information** link (see Figure 108).

3. A new window will appear with the permit details from **MyBuildingPermit.com** (see Figure 109).

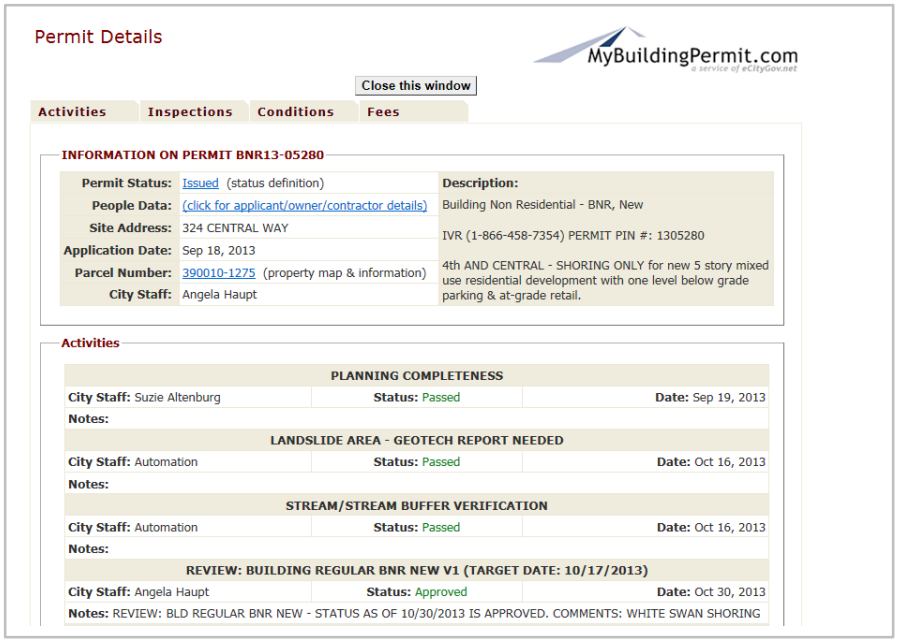


Figure 109. Permit Information Link

1. To access permit information for all of the permits for a specified parcel, use the zoom tools or the plus sign (+) to zoom into a parcel. Then tap on a parcel. The **Parcel and Permit History** window will display.

Activated

Deactivated

2. In the **Results** window, select the **Parcel and Permit History** link (see Figure 110).

Figure 110. Parcel and Permit History Link

Figure 111. Permit List

3. Select a permit from the list to display more information about that permit (see Figure 111).

4. Then select the **Permit URL** link to view the permit information in MyBuildingPermits.com (see Figure 112).

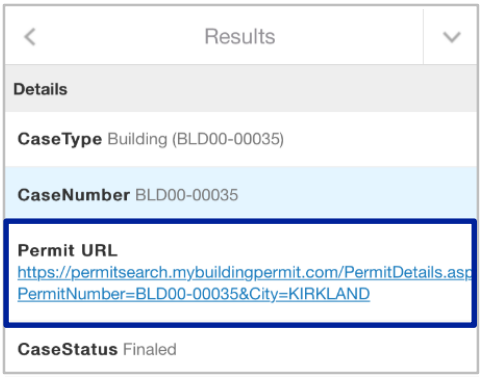


Figure 112. Permit URL

5. A new window with the permit details will appear (see Figure 113).

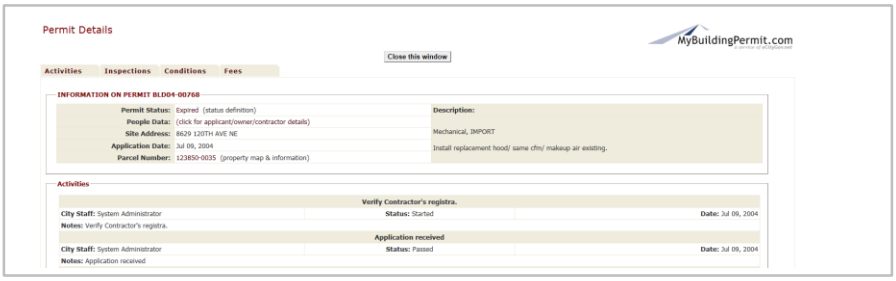


Figure 113. Permit information from MyBuildingPermit.com

Creating a Parcel Report

Parcel reports are compiled and produced by the City of Kirkland. The report contains information from both the City of Kirkland and the King County Assessor's Office.

1. In order to create a property report, tap on a parcel and select the link for **Parcel Report** in the Parcel and Permit History window (see Figure 114). If you would like to locate a piece of property, use the **Search** tools on the toolbar.

2. A new window will appear notifying you that the report has been created. Tap the **Download** link (see Figure 115).

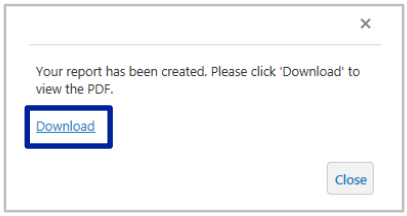


Figure 115. Download Parcel Report

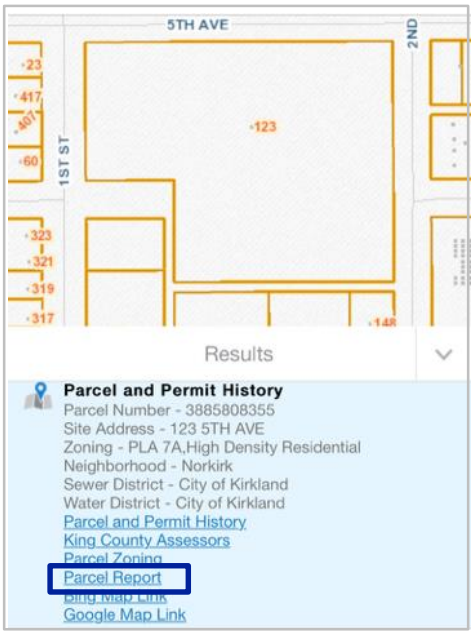
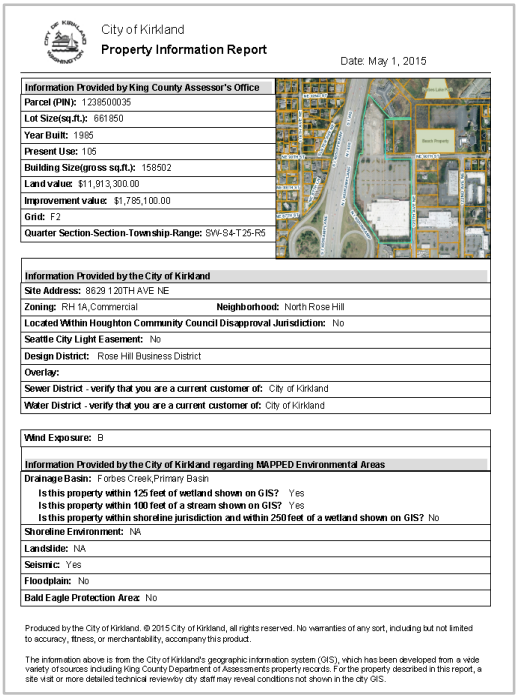


Figure 114. Map Tips Window

4. A new window with the **Property Information Report** will appear (see Figure 116).

The Property Information Report provides information from both the King County Assessor's Office and the City of Kirkland.


City of Kirkland
Property Information Report
Date: May 1, 2015

Information Provided by King County Assessor's Office	
Parcel (PIN):	1238500035
Lot Size(sq.ft.):	661850
Year Built:	1985
Present Use:	105
Building Size(gross sq.ft.):	158502
Land value:	$11,913,300.00
Improvement value:	$1,785,100.00
Grid:	F2
Quarter Section-Section-Township-Range:	SW-S4-T25-R5

Information Provided by the City of Kirkland	
Site Address:	8629 120TH AVE NE
Zoning:	RH 1A,Commercial
Neighborhood:	North Rose Hill
Located Within Houghton Community Council Disapproval Jurisdiction:	No
Seattle City Light Easement:	No
Design District:	Rose Hill Business District
Overlay:	
Sewer District - verify that you are a current customer of:	City of Kirkland
Water District - verify that you are a current customer of:	City of Kirkland

Wind Exposure:	B

Information Provided by the City of Kirkland regarding MAPPED Environmental Areas	
Drainage Basin:	Forbes Creek,Primary Basin
Is this property within 125 feet of wetland shown on GIS?	Yes
Is this property within 100 feet of a stream shown on GIS?	Yes
Is this property within shoreline jurisdiction and within 250 feet of a wetland shown on GIS?	No
Shoreline Environment:	NA
Landslide:	NA
Seismic:	Yes
Floodplain:	No
Bald Eagle Protection Area:	No

Produced by the City of Kirkland. © 2015 City of Kirkland, all rights reserved. No warranties of any sort, including but not limited to accuracy, fitness, or merchantability, accompany this product.

The information above is from the City of Kirkland's geographic information system (GIS), which has been developed from a wide variety of sources including King County Department of Assessments property records. For the property described in this report, a site visit or more detailed technical review by city staff may reveal conditions not shown in the city GIS.

Figure 116. ParcelReport.pdf

Accessing the King County Assessor Website and Maps

There are multiple ways to access the King County Assessor Website. If a property has already been located, tap inside of the parcel**.** If you would like to locate a piece of property, use the **Search** tools on the toolbar.

1. Tap on an already located property. Or to locate a parcel, use the Search tools on the toolbar (i.e. Search by Address) (see Figure 117).

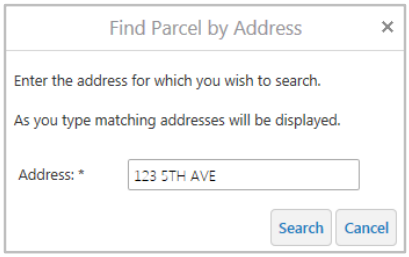


Figure 117. Address Search Tool

2. In the **Results** window, tap the link for **King County Assessors** (see Figure 118).

Figure 118. King County Assessor Link

3. The link will take you directly to the King County Assessor's website for that identified parcel (see Figure 119).

4. To access the King County Assessor grid maps, select the link for **Property Details** (see Figure 119).

Figure 119. King County Assessor Site

5. A new window will appear with the property details. Under the **Parcel Data > Quarter-Section-Township Range** section, there will be a link to the grid map (i.e. SW-4-25-5) (see Figure 120 and Figure 121).

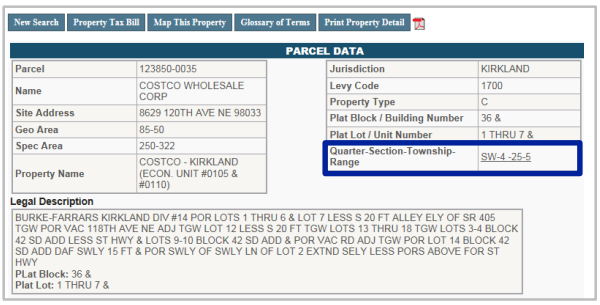


Figure 120. King County Assessor Site and Grid Maps Link

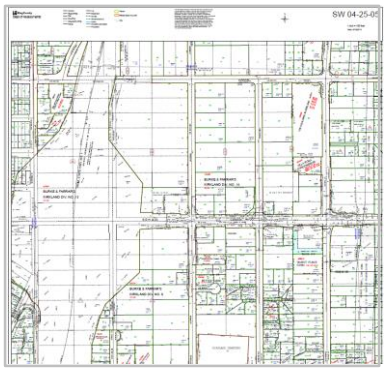


Figure 121. King County Assessor Grid Map

Table of Contents